**SENIOR TRUST AND ESTATE TAX ACCOUNTANT**

Alario & Associates, CPA PC is a reputable mid-sized CPA firm in the North Central Mass area with offices in Leominster and Worcester, Massachusetts. We are a full-service paperless accounting firm that provides tax, audit, accounting, and business advisory services to clients from various states. Due to our continuing expansion and growth, we are seeking a Senior Trust and Estate Tax Accountant to join our team and manage our Trust and Estate department in the future.

**SUMMARY OF RESPONSIBILITIES**

The Senior Trust and Estate Tax Accountant is responsible for the assistance in management of all trust, estate and gift tax returns for the entire firm. We are seeking a full time individual to be a strategic and collaborative partner with the Management Team.

**ESSENTIAL FUNCTIONS**

* Assist in management of the estate and trust department, including supervision of staff
* Assist in maintaining and monitoring deadline due dates for tax returns
* Interpret estate and trust documents for proper tax filings
* Preparation and review of estate, trust and gift returns
* Preparation and review of individual income tax returns
* Assistance to admin department – knowledge of assembly and production of completed tax returns as well as extension requests
* Produce E-Filing reports and monitor outstanding E-File needs as necessary
* Monitor firm budgets to actual for client productivity
* Perform other duties provided by partners

**JOB QUALIFICATIONS**

* Bachelor’s Degree in Accounting
* Minimum of 5 years’ experience working with trust, estate, gift and individual tax returns
* Minimum of 2 years’ experience in supervision of staff and reviewing trust, estate, gift and individual tax returns
* Experience with the interpretation of estate and trust documents
* Ability to perform multiple tasks concurrently with ease, professionalism and positive outlook
* Experience in CCH Axcess Tax and related programs is preferred
* Requires skills with MS Word, Excel, Outlook and other common office tools
* Demonstrate willingness and ability to support the firm’s growth
* Ability to effectively operate office equipment and computer programs

We offer a full benefit package, including competitive salary, pension plan, health insurance, flex time, remote work options, tax season bonus, paid vacation and holidays and continuing education. Alario & Associates, CPA, PC is small enough that you will have direct contact with clients and provide them with a wide variety of tax, accounting and advisory services.