



**Job Title: Tax Accountant**  
**Supervisor: Tax Manager**  
**Position Type: Full Time**  
**Location: Remote/In-Office (Lake Success, NY)**  
**Date: 01/26/21**

**Overview/Job Description:**

We are seeking a tax accountant to be a key player in our Tax & Legal Affairs department. The position requires an ability to analyze financial information, interpret tax rules, and complete work with accuracy and in a timely fashion. Written and oral communication skills are important, as the job requires continual interaction within our close-knit team, with clients, and at times with the IRS.

The company offers a competitive package of salary and excellent benefits in a family friendly, business casual, and fun working environment. The position will start as 100% remote. Computer equipment and necessary supplies will be provided. The candidate must have their own remote work-space that allows for the quiet needed to conduct calls/video meetings etc. in a professional manner.

**Job Description:**

- Prepare IRS Forms 990-PF and 990-T, annual returns for private foundations
- Calculate extensions and quarterly estimated tax payments
- Research and respond to correspondence and notices received from tax authorities
- Assist with strategic tax planning for our private foundation clients
- Prepare the necessary state tax filings where applicable

**Desired Skills and Qualifications:**

- Ability to manage and prioritize multiple projects while meeting statutory and internal deadlines
- Strong technical and organizational skills
- Must work well in a team environment as well as independently
- Confidence to identify problems and recommend solutions in a fast-paced environment
- Excellent written and oral communication skills
- The ideal candidate will be highly motivated, detail oriented, and a self-starter
- Knowledge of K-1s preferred
- Mastery of computer and web-based products not limited to MS Word, Excel, Outlook, Adobe Acrobat and Salesforce
- Experience with GoSystem Tax RS preferred

**Required Education and Experience:**

- Bachelor's Degree
- Master's Degree preferred
- Minimum 1-2 years tax return preparation and tax accounting experience
- GL experience a plus

**How to Apply:**

- Interested applicants should send a cover letter and resume by email to [careers@foundationsource.com](mailto:careers@foundationsource.com) Please indicate the position "Tax Accountant" in the subject line of the email. No phone calls, please.

**Physical Demands and Work Environment:**

- In order to perform successfully the essential functions of this position, an employee must generally be able to do the following: communicate verbally (speak and hear); use hands or fingers; handle or feel objects, tools, or controls; stand; walk; sit; reach with hands and arms; occasionally lift and/or move up to 15 pounds; and write coherently and grammatically in English. The position requires the ability to see objects, print, and/or images at close range and in the distance, and the ability to adjust focus. Foundation Source will provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions of the position.

**NOTE:**

- This job description does not include all of the duties that may be required of an employee in this position. Other functions, tasks, and duties may be assigned by the Company, in its discretion. To perform this job successfully, an employee must possess the skills, aptitudes, and abilities to perform each duty proficiently. Educational and experience requirements listed in this document are the minimal requirements for consideration for the position. The set of functions considered “essential” is subject to modification by the Company. Foundation Source will provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions of this position. This job description does not create an express or implied employment agreement; in the absence of a specific written agreement to the contrary, all Foundation Source employees are employed “at will,” and may resign or be discharged at any time, with or without notice.

Foundation Source is an Equal Opportunity Employer, maintains a drug free workplace, and complies with the ADA.

All applicants are considered without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, military/veteran status, genetic information, marital status, or any other protected characteristic under applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Any applicant requiring a reasonable accommodation to complete the application and/or participate in the interview process should contact a management representative.