

POSITION OVERVIEW

The Staff Tax Accountant is a detail-oriented and self-motivated professional responsible for supporting the company's tax compliance and reporting obligations. This role operates in a fast-paced, deadline-driven environment and collaborates closely with tax and finance professionals at corporate headquarters and across multiple remote operating locations.

RESPONSIBILITIES

- Prepare assigned premium tax, insurance tax, and related regulatory returns accurately and timely, ensuring compliance with applicable laws and internal control requirements.
- Support quarterly close and year-end tax processes, including preparation of tax accrual journal entries and related schedules.
- Assist in the preparation and consolidation of quarterly and annual tax provisions under applicable accounting standards.
- Prepare quarterly estimated tax calculations and support timely payments.
- Perform tax research and technical analysis to support compliance, reporting, and planning initiatives.
- Complete account reconciliations and assist with cash payment tracking and variance analysis.
- Collaborate with cross-functional partners to gather and validate data required for tax filings.
- Identify opportunities for process improvements and assist with automation initiatives to enhance efficiency, accuracy, and compliance.
- Participate in special projects, audits, and ad-hoc tax initiatives as assigned.

QUALIFICATIONS

- Bachelor's degree in Accounting or related field.
- Proficiency in Microsoft Word and Excel.
- Strong written and verbal communication skills with the ability to effectively communicate across all levels of the organization.
- Proven ability to manage multiple priorities, maintain attention to detail, and consistently meet deadlines in a dynamic environment.

BENEFITS

Medical, dental, vision, HSA & FSA, Life Insurance, long-term disability and more.