



## Seasonal Tax Certified Public Accountant/Enrolled Agent

Willis Johnson & Associates (WJA) is inviting a Certified Public Accountant or an Enrolled Agent to join our tax department as a full-time contract tax preparer during the 2021 tax season. WJA is not a CPA firm, but is a Registered Investment Advisory firm. Our service to our clients is to provide a comprehensive financial plan for every stage of life, including vital tax planning and compliance. A seasonal tax contractor with WJA will have the opportunity to experience tax compliance and planning as it fits into a broader financial plan, without the usual sweat-shop tax season environment. This contract opportunity is ideal for a candidate who is available for seasonal work during January through April.

### Why Willis Johnson & Associates?

Willis Johnson & Associates is a fast growing, award winning, wealth management firm specializing in corporate executives and professionals. We help our clients optimize everything in their personal financial lives from compensation and benefit strategy to tax mitigation, from retirement planning to investments. Our in-house tax department brings value to our clientele by providing top quality tax compliance and planning opportunities. In 2019, WJA was voted by the Financial Times as one of the top U.S. Registered Investment Advisers. WJA is also listed as one of the fastest growing companies in Houston by the Houston Business Journal and one of the best places to work for financial advisers by Investment News.

### Essential Responsibilities

- Prepare federal and state returns for individuals and trusts
- Prepare estimates of tax liability
- Manage workflows, storage of data and returns through a paperless system
- Input tax return data into Thomson Reuters Ultra Tax software
- Perform tax research using Thomson Reuters Checkpoint Edge
- Work closely with Tax Manager and wealth managers to provide outstanding service to clients

### Qualifications

- Certified Public Accountant or Enrolled Agent
- Bachelor or Master degree in Accounting
- A minimum of 5 years' experience in preparing individual income tax returns
- Strong technology, research and organizational skills
- Enjoys research and analysis
- Confident, poised and professional in appearance
- Excellent written and verbal communication skills
- Experience with Ultra Tax or Checkpoint tax research preferred
- Capable of tackling creative challenges and tight deadlines

To Apply- Because we are known by our clients for offering exceptional service, we're looking for exceptional candidates. Our entire team participates in the candidate selection process. To apply, please email your resume and cover letter to [jobs@wjohnsonassociates.com](mailto:jobs@wjohnsonassociates.com) with your full name, followed by "Seasonal Tax Preparer" in the subject line.