

# Widmer Roel PC

## Tax Associate Job Description

**Position:** Tax Associate

**Status:** Exempt

**Location:** Fargo, North Dakota

**Reports To:** Tax Supervisor or Manager

**Summary:** As a Tax Associate at Widmer Roel PC, you will play a crucial role in our tax practice, working on a variety of returns and collaborating with your tax team. This position offers an opportunity for career growth and development in a supportive and innovative work environment.

### Key Responsibilities:

- Prepare federal and state income tax returns for individuals and business including but not limited to; partnerships, S-Corps, corporation, employee benefit plans, government, agribusiness, and non-profit organizations.
- Set up new clients in tax software.
- Attend EOS meetings.
- Interact with clients to gather necessary tax documentation, address inquiries, and provide tax planning guidance.
- Ensure compliance with federal and state tax laws and regulations.
- Collaborate with colleagues to maintain organized and accurate tax files and documentation.
- Stay updated on changes in tax laws and regulations to provide informed guidance.
- Participate in new hire and intern training.
- Other duties as assigned.

### Qualifications:

- Bachelor's or master's degree in accounting or accountancy or related field
- Certified Public Accountant (CPA) eligibility preferred.
- 1-2 years of prior experience in public accounting preferred.
- Strong knowledge of federal and state tax laws and regulations.
- Proficiency in tax software and Microsoft Office Suite (Excel, Word, Outlook)
- Excellent analytical and problem-solving skills.
- Effective communication skills, both written and verbal.

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

**Equal Employment Opportunity Statement:** Widmer Roel is an equal opportunity employer committed to diversity and inclusion. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Widmer Roel complies with applicable state and local laws governing nondiscrimination in employment.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Widmer Roel expressly prohibits any form of workplace harassment. Widmer Roel is committed to ensuring that our workplace is free from discrimination and harassment. We foster a diverse and inclusive environment where all employees are valued for their unique contributions and perspectives. We actively seek to attract, retain, and promote individuals who reflect the diversity of the communities we serve.

If you require assistance or accommodation to complete the duties listed in this job description, please contact Human Resources.