

## **SENIOR TAX ACCOUNTANT**

**Salary: \$140,000- \$160,000 (Exempt)**

**Schedule: 9/80 (Monday-Thursday and every other Friday)**

***To apply, submit a detailed resume to HR@sgvwater.com (include “Sr. Tax Accountant)” in the subject line***

### **JOB SUMMARY**

Under the supervision of the Controller, applies knowledge of tax laws and regulations to the preparation and/or review of all tax filings made by the company and its affiliates, and other related job functions.

### **JOB DUTIES AND ESSENTIAL FUNCTIONS**

Under the direction and supervision of the Controller, performs various assigned duties, which include, but not be limited to, the following:

- Prepares the Consolidated Federal Income Tax Return for United Resources, Inc. and subsidiaries.
- Prepares all state income tax returns for affiliated companies.
- Manages and prepares all quarterly estimated federal and state tax payments, and all county and city tax payments.
- Prepares IRS form 5500 filings for company benefit plans.
- Prepares and maintains a tax calendar for the company and all affiliates to ensure compliance with filing deadlines.
- Maintains the tax depreciation system to ensure accurate reporting.
- Prepares and timely files all property tax statements and returns.
- Reviews all payroll tax payments and ensure accurate and timely filing of quarterly and annual federal, state, and local payroll tax returns.
- Prepares and maintains a schedule of condemnation proceeds and reinvestments.
- Prepares or reviews all monthly tax provisions and liability accounts for affiliated companies maintained in the general ledgers.
- Conduct tax research to advise senior staff on tax strategies and changes in tax law.
- Assure compliance with federal, state and local tax laws and regulations
- Prepares annual “true-up” reconciliation of tax liability accounts.
- Assists in external audit process by independent CPA firms, and federal, state and local tax authorities.
- Assists in the preparation of financial filings and reports to the California Public Utilities Commission (CPUC).
- Handles general accounting duties and functions, and special projects as may be assigned.

### **SKILLS, KNOWLEDGE AND PHYSICAL REQUIREMENTS**

Skills, knowledge and physical requirements include, but are not limited to:

- Working knowledge of accounting theories and practices.
- Working knowledge of current federal, state, and local tax laws and regulations.
- Ability to prepare federal, state and local tax returns.
- Must have excellent oral and written communications, and strong interpersonal skills to facilitate working relationships with the various agencies and CPA firms.
- Ability to communicate effectively, both verbally and in writing.
- Ability to write legibly and have good reading skills, as well as ability to quickly comprehend.
- Must have strong personal computer skills and working knowledge of a variety of software packages, including Microsoft Office (including Excel and Word), as well as software associated with tax return preparation, such as FAS and ProSystem fx, and ability to use 10-key calculator by touch.
- Must be dependable, punctual, and have good attendance.
- Neat and presentable professional appearance.
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, and be able to use a keyboard, walk, sit, stand, bend, stoop, climb stairs, reach, grasp, and occasionally lift up to 20 lbs.

### **EDUCATION, TRAINING AND EXPERIENCE**

The following are required:

- A Bachelor’s Degree in Accounting, Business and/or Finance.
- CPA licensed and a minimum of 3 to 5 years of experience in tax compliance and auditing.
- Valid California Driver’s License and acceptable driving record.