

**ABOUT ADVISORNET FINANCIAL**

AdvisorNet Financial has been an innovative leader in the financial services industry for over 60 years. We provide the services and support independent financial advisors rely on to operate their firms efficiently and competitively. Over the years we have developed a vast network which allows us to provide our 300+ independent advisors access to the support services and industry partners that advisors in large institutions enjoy without having to be part of a large institution. For more information, please visit us at [www.advisornet.com](http://www.advisornet.com).

You will be a great fit if you enjoy working with people and data in a very dynamic, fast-paced environment. Our group requires people to be friendly, outgoing, and to thrive in an environment working on and in the business at the same time.

**RESPONSIBILITIES**

- Preparation of individual and small business income tax returns (partnerships and corporations), including necessary accounting, preparing and processing estimates and extensions
- Manage and develop tax policy
- Build and implement operational procedures to help maintain and efficient and effective process for the tax season
- Assist with IRS audit support as needed
- Act as the primary point of contact for tax software
- Participate in income tax research and planning
- Work with Financial Planner and Client Service Administrator to produce required reports and tax planning recommendations upon request
- Additional research projects as needed

**QUALIFICATIONS**

- CPA
- Experience with tax software is required (3 years experiences preferred)
- Have three (3) to five (5) years' experience in tax or accounting
- Financial industry experience
- People management experience a plus
- Take-charge person who can work well independently, but still be a team player
- Ability to meet tight deadlines and effectively handle stressful situations; and to juggle multiple projects
- Knowledge and application of Business Software including Microsoft Office Suite, CRM Client Database, Ultra Tax and other tax programs
- Exceptional client service and communication skills with a demonstrated ability to develop and maintain outstanding client relationships
- Have the ability to manage confidential financial data in a professional manner

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*

Job Type: Full-time

Pay: \$70,000.00 - \$90,000.00 per year