

Position: Senior Accountant – Tax



**Reports to:** Controller

**Primary Focus**

The Senior Accountant - Tax will ensure tax compliance for the Company by preparing tax returns as well as compiling information necessary for outside tax preparers. This includes all taxes such as corporate income tax, state income and franchise taxes, REIT compliance, sales & use taxes, partnership taxes, business personal property tax, and real estate tax. This position will also support the rest of the accounting group in tax-related matters.

**Position Responsibilities:**

- Prepare in-house tax returns and coordinate with external tax preparers for all tax reporting requirement
- Prepare monthly taxable income projections and review quarterly REIT testing for all REIT entities
- Maintain the fixed asset system to properly track tax basis and depreciation for tax compliance and taxable income projections
- Prepare the calculation of taxable gain (loss) for potential disposition of assets
- Prepare the income tax provision and tax related disclosures in SEC filings
- Coordinate with outside legal counsel on tax matters
- Research tax issues as needed
- Oversee the collection of information requested in preparing federal and state tax returns by outside tax preparers
- Prepare and/or review annual income tax workpapers necessary to prepare federal and state tax filings by the outside tax preparers and review tax returns prepared by outsourced preparers
- Coordinate and correspond with taxing authorities related to tax notices received
- Ensure timely payments of all tax liabilities
- Ensure estimate tax payments are made timely and follow up on income tax refunds.
- Assist with real estate and personal property tax bills, tax appeals and coordinate with outside tax consultants
- Provide information necessary for the preparation of personal property tax returns by outside firms
- Other tasks as assigned.

**Requirements:**

- Bachelor's or Master's degree in Accounting.
- Minimum of 4 years in a tax-based position.
- Tax experience with a REIT preferred.
- CPA license is strongly desired.
- Willing to be "hands on" and assist in all areas when needed.
- Ability to apply technology and systems to improve processes.
- High standards for integrity and accuracy.
- Strong character, intellectual curiosity, and professional skepticism.
- Detail-oriented with strong documentation skills and work paper standards.
- Strong organizational skills and ability to plan, prioritize and meet deadlines.

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- Excellent verbal and written communication skills.
- Proficient in Microsoft Office and strong Excel skills.