

Part Time Certified Public Accountant Job Description

About Kundra & Associates

Kundra & Associates, is a small boutique law firm located in Rockville, MD. We are looking for a Certified Public Accountant (CPA) to join our team to collaborate with others in producing excellent results for our clients and co-create a fun and exciting work environment. We do not prepare tax returns, we defend them and create pro forma statements when needed, along with bank statement analysis and other tools for reconstructing income/expenses as necessary.

Our passion and focus are on achieving efficient and effective results for our clients. With nearly six decades of combined tax law experience, we have the analytical resources, advocacy skills, depth of knowledge and dedication necessary to deal effectively with various taxing authorities. These capabilities have enabled us to become one of the premier tax law firms dealing with domestic and international tax defense.

Our ideal candidate has a strong working knowledge of accounting, financial statements and excel, along with excellent organization, communication and is a team player.

Qualifications:

Experience

- Along with a CPA you must have substantial financial/accounting experience
- Minimum of 3-4 years practice as a CPA
- U.S. international and domestic tax compliance, and tax litigation a bonus
- Prepare and review financial statements, including balance sheets, income statements, and cash flow statements
- Ensure compliance with accounting principles and regulations
- Maintain general ledger accounting and reconcile accounts as necessary
- A proven history of meeting all filing deadlines
- Ability to handle evaluation, risk assessment and counseling on various complicated tax problems

Other/Communication

- Meets client deadlines and work extra hours when required
- Meets daily billable hour goals

Compensation is commensurate with experience. Successful candidates may also be eligible for performance-based bonuses along with paid parking, etc. Please indicate interest by sending your resume, cover letter, transcripts, letters of reference or a list of references, and income requirements to support2@kundra taxlaw.com.