



**Job Title:** Certified Public Accountant (CPA) or Enrolled Agent

**Experience level:** 5 years

**Schedule:** Monday to Friday

**Education:** Bachelor's (Preferred)

**Experience:** Tax accounting: 5 years (Required)

**License/Certification:**

- Enrolled Agent (Preferred)
- CPA (Preferred)

**Overview:**

JOHN WAREKOIS CPA is a well-established, highly innovative accounting professional with multiple locations in Southern Oregon. We are seeking an experienced Senior Tax Accountant to join our growing team. We are in need of a qualified CPA or EA professional with approximately 3 - 5+ years of tax and accounting experience who has the natural ability to communicate effectively with people from a diverse range of backgrounds. This position requires a personality that is confident and investigative to deliver significant information accurately and on time. The ideal candidate should have a proven ability to build long-term and sustainable business relationships with a forward-thinking approach to their career, whilst supporting their team and promoting a positive team environment. If you are one who enjoys working in a challenging work environment with an amazing team and client base, and are looking to grow in your accounting knowledge, experience, and responsibilities, then please submit your interest along with your resume and cover letter.

**Our Mission:** We serve our clients' accounting needs through professional experience, innovative technology, and quality service to enhance their well-being and peace of mind.

**Our Vision:** We envision a future for the leadership, staff, and clients of JOHN WAREKOIS CPA that includes:

- Balance: Creating healthier balance in work, life, and service, for our team and for our community.
- Clear Expectations: Within the firm and with our clients, clearly communicate our expectations to achieve better outcomes.
- Leadership: Being leaders in our industry and in our community, our firm will celebrate leadership at all levels.
- Empowerment: Our teams will be empowered to fully use their skills and talents, and our clients will be empowered to make the best decisions possible.
- Strategy: We commit to making decisions and responding to situations following our vision and our priorities.
- Unity: We will move forward with a cohesive team of JOHN WAREKOIS CPA leaders, staff, and clients.



**JOHN A WAREKOIS**  
CERTIFIED PUBLIC ACCOUNTANT  
CPA LLC

### **Noteworthy Mentions:**

We go above and beyond for our clients. We not only prepare their tax returns, but we also are proactive in the industry, stay on top of all the new laws and legislation, implement new and efficient technologies and securities, and educate our clients to assist them with decision making regarding themselves and/or their businesses. We see ourselves as partners with our clients and have found that they find a lot of value in the advisory services we provide.

### **Essential Duties and Responsibilities**

- Prioritize, organize, execute and/or delegate workload to ensure all work is complete in a timely manner.
- Interview clients to obtain information on taxable income, deductible expenses, and allowances.
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.
- Use all appropriate adjustments, deductions, and credits according to prescribed rates, laws, and regulations to keep clients' taxes to a minimum.
- Compute taxes owed or overpaid, using adding machines or business computers, and complete entries on forms, following tax form instructions and tax tables.
- Furnish clients with sufficient information and advice to ensure correct tax form completion and tax planning execution.
- Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.
- Consult tax law handbooks or bulletins to determine procedures for preparation of atypical returns.
- Calculate form preparation fees according to return complexity and processing time required.
- Advise client regarding effects of business activities on taxes, and on strategies for minimizing tax liability.
- Explain federal and state tax laws to clients
- Prepare financial statements for clients.
- Ensure that the client and/or client organization complies with periodic tax payment, information reporting, and other taxing authority requirements.
- Organize and maintain tax records and conduct tax studies and special projects.
- Responsible for IRS correspondence and problem resolution on behalf of the client. Complete tax research for complex client matters.
- Responsible for assigning, monitoring, and reviewing the work of staff members.
- Disseminate information learned through research and continuing education to fellow staff members and partners.
- Assist managing partners with procedural implementation.



- Tax Planning & Consultation

### **Qualifications**

- Education and/or Experience

Bachelor's degree; and at least three (3) to five (5) years' experience in the field or a related area; or equivalent combination of education and experience. Certified Public Accountant (CPA) or Enrolled Agent (EA) licensure/certification required.

- Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the public.

- Mathematical Skills

Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. The ability to choose the right mathematical methods or formulas to solve a problem.

- Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- Economics and Accounting

Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

- Computer Skills

To perform this job successfully, an individual should have working knowledge of Financial Analysis, Tax/Accounting, and Spreadsheet software.