

# Available Position Client Accounting & Tax Manager

## Jeb Williamson CPA LLC

The Client Accounting & Tax Manager will provide outstanding personal service to our clients

- Supervise Monthly Accounting Process
- Prepare & Review Tax Returns
- Provide Clients With Ongoing Tax Planning
- Works in Our Office, Not Remotely



## Qualifications

- 2 years of Public Accounting Experience
- CPA or Enrolled Agent
- Financial Statement, Payroll & Sales Tax Experience
- 2 Years of 1040 & Entity Tax Return Prep Experience
- Evidence of Supervisory Ability

## Searching for an Employee Who:

- Follows Company Procedures and Systems
- Projects a Professional & Trustworthy Image
- Has Excellent Communication Skills
- Exhibits Speed & Accuracy on all Tasks
- Proficient in Business & Individual Income Tax Preparation
- Creative Problem Solver
- Team Player

## Expectations:

- Regular, Meaningful Contact with Monthly Clients
- Timely Review of Tax Returns & Financial Statements
- Accuracy & Attention to Detail/Deadlines
- Exceeds Client Expectations

## Behavioral Profile:

- Goal-Oriented, Self-Starter
- Warm, Persuasive, Trustworthy
- Calm, Patient
- Follows Procedures & Holds Others Accountable

## Jeb Williamson CPA LLC Offers:

- Collaborative Work Environment
- Cloud-Based Technology
- Paid Time Off and Paid Holidays
- Health Insurance & Retirement Savings Plan
- Client Variety/Challenging Work
- Professional Development & Growth Opportunities

## Why Jeb Williamson CPA LLC?

Jeb Williamson CPA LLC is the trusted provider of accounting, payroll, tax, and wealth management solutions to small businesses, nonprofits, and their owners and managers in Cullman and surrounding counties. Our team enables our clients to achieve business success, balance, financial independence, and peace of mind by focusing on what they do best.

## How to apply:

If you want to contribute to a successful company that is valued by our clients, please submit your application via this link: <https://www.optimizehire.org/apply-job?i=MTY4Mw%3D%3D>  
After the Optimize Hire site opens, please select the Accounting & Tax Manager (Cullman, Alabama) position from the Job Opening dropdown menu.

You **must** also send a 45 second or less video cover letter explaining why you want to work for Jeb Williamson CPA LLC to: [hiring@jwilliamsoncpa.com](mailto:hiring@jwilliamsoncpa.com).

Qualified candidates will be contacted after a résumé and video cover letter review.

