

# S.J. Gorowitz Accounting & Tax Services

<https://www.sjgorowitz.com/job/tax-preparer-reviewer/>

## Tax Preparer / Reviewer

### Description

#### About the role:

The Tax Reviewer will be responsible for the accurate review of tax returns, tax notices, and other compliance-related filings for clients. The ideal candidate will possess in-depth knowledge of nonprofit taxation, specifically IRS Form 990, and have experience managing tax notices and resolution strategies. This role involves ensuring that tax filings are compliant with federal, state, and local regulations and identifying potential tax-saving opportunities.

**Work Location:** USA Remote

### Responsibilities

#### Tax Return Review:

- Thoroughly review IRS Form 990 and other tax filings, ensuring accuracy and compliance with applicable laws and regulations.
- Analyze and verify client financial information, identifying potential issues or discrepancies.
- Perform quality checks on tax returns to ensure proper documentation and reporting.

#### Tax Notice Resolution:

- Respond to tax notices from federal, state, and local authorities.
- Work with the tax authorities to resolve discrepancies and address client issues efficiently.
- Provide detailed analyses of tax notices and support the resolution process by preparing necessary documentation.

#### Client Communication:

- Serve as the primary contact for clients regarding tax inquiries, notices, and compliance issues.
- Provide consultation on tax matters related to nonprofits, including compliance and reporting requirements.
- Ensure timely delivery of tax filings and communicate any issues or concerns to clients proactively.

#### Tax Planning and Compliance:

- Identify potential tax-saving opportunities and strategies to optimize the client's tax position.
- Monitor changes in federal, state, and local tax laws, ensuring that all clients remain in compliance.
- Prepare and review tax estimates and projections for nonprofit clients.

#### Team Collaboration:

- Work closely with internal teams, such as tax preparers and managers, to ensure all reviews and filings are completed accurately and on time.

### Hiring organization

S.J. Gorowitz Accounting & Tax Services

### Employment Type

Full-time, Contractor

### Date posted

March 24, 2025

- Provide mentorship and guidance to junior staff, ensuring adherence to best practices and professional standards.

**Documentation and Process Improvement:**

- Maintain organized records of tax filings, notices, and resolutions.
- Recommend and implement process improvements for greater efficiency in tax preparation and review.

**Qualifications****Qualifications and Skills:**

- Education: Bachelor's degree in Accounting, Finance, or a related field.
- Experience: Minimum of 5 years of experience in tax preparation, tax reviews, or tax compliance, with a strong focus on nonprofit entities (IRS Form 990 experience required).
- Certifications: CPA certification is optional but strongly preferred.

**Technical Skills:**

- Proficiency in tax preparation software (e.g., ProSystem fx, Lacerte, or similar).
- Strong understanding of nonprofit tax regulations and IRS Form 990.
- Familiarity with resolving federal, state, and local tax notices.
- Advanced skills in Microsoft Office, particularly Excel.

**Interpersonal Skills:**

- Strong attention to detail with excellent analytical and problem-solving abilities.
- Excellent written and verbal communication skills, with the ability to clearly explain complex tax concepts to clients.
- Ability to work independently and collaboratively within a team.
- Strong client-service orientation and ability to manage multiple priorities.