

TAX ADVISOR

Wymer Brownlee values diversity of culture and thought and seeks talented, qualified employees in all its operations regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification. We strive to create an inclusive environment and are proud to be an Equal Employment Opportunity Employer.

Job Summary

Our firm is currently seeking a detail-oriented, qualified tax accountant to prepare tax returns and payments, financial statements, and some payroll while maintaining the highest level of client satisfaction. They will research, study, and interpret tax law within all legal guidelines.

In addition to being an excellent communicator, to excel in this role the ideal candidate must demonstrate in-depth knowledge of accounting procedures and time management skills to meet strict deadlines. This position requires travel between Tulsa and Bartlesville.

At Wymer Brownlee Wealth Strategies we enjoy what we do and the people we do it with. We believe that what we do matters and is exemplified by the level of trust and customer services we deliver. We earn the trust and confidence of our team members, clients, their families and the communities in which we serve by upholding a personal value system based on honesty, integrity and gratitude. We support all policies, procedures, and programs which build and sustain our internal culture.

Essential Functions and Accountabilities include, but are not limited to

1. Timely and accurately prepare federal, state, local and special tax returns for individuals and businesses.
2. Prepare financial statements, reports, and records by collecting, analyzing, and summarizing information.
3. Prepare payroll.
4. Determine tax liability and prepare fund requests.
5. Manage and maintain a positive client relationship; including service requests, scheduling meetings, assisting in completing paperwork and forms, and providing all information to the client.
6. Build a demonstrated understanding of Wymer Brownlee products and services.
7. Maintain required CPE, technical knowledge, and adherence to all requirements necessary to complete tasks.
8. Constantly verify quality and accuracy of work.
9. Participate in team meetings; bring manager up-to-date and identify any barriers in accomplishing tasks.
10. Adopt and assure the consistent use of repeatable processes to assure the firm maintains operational efficiencies.
11. Other accountabilities as required.

Wymer Brownlee Core Values

1. Make it Matter
2. We, Not Me
3. Status Quo is Not Our MO

Supervisory Responsibilities

This position has no supervisory responsibilities

Experience, Education and Licensure

Bachelor's degree in accounting; a minimum of three years tax preparation experience; demonstrated understanding of QuickBooks and tax software (Ultra Tax CS preferred but not required), experience in multi-client environment; CPA or EA preferred, or the ability to obtain.

Competencies

Accountability/Initiative

Accepts personal responsibility for the quality and timeliness of work. Exhibits attention to detail; acknowledges and corrects mistakes. Makes no excuses or casts blame. Carries their fair share of the workload without waiting to be asked to take action. Follows up personally and monitors progress to ensure progressive movement of tasks. Can be counted on to complete commitments without being micromanaged.

Attendance/Punctuality/Dependability

Comes to work on time every day. Is fully prepared and ready to work at beginning of work schedule and continues until work day is done. Makes appropriate arrangements when adverse weather or other problems might delay on-time arrival. Conforms to work hours and schedule. Lets supervisor and others know immediately when unexpected problems cause absence, lateness, or the need to leave early.

Client Focus

Builds client relationships; is aware of their needs to meet or exceed expectations; provides a WOW! Experience. Gains client trust and respect. Actively seeks client feedback on quality of service provided. Does not take issues personally and is quick to resolve client concerns. Applies knowledge of products and services to meet client requirements.

Communication Skills

Presents ideas clearly and effectively without offending others. Listens attentively and with objectivity; asks good questions. Communicates well verbally and in writing. Keeps supervisor and coworkers informed; ensures information and ideas are flowing in appropriate directions. Identify and communicate any obstacles in accomplishing tasks.

Ethics and Integrity

Builds Trust. Respects and maintains confidentiality. Admits mistakes in spite of the potential for negative consequences. Defines and practices moral and ethical behavior at all times. Avoids situations and associations that could be considered inappropriate. Honest and transparent in all dealings. Upholds and models our core values; acts in such a way as to be the person others look up to.

Job Knowledge and Continuous Improvement

Strives to be an expert in their job and serves as a resource to others to help solve problems and improve performance. Actively acquires new skills and input from others. Views constructive criticism and negative experiences as learning opportunities. Open to suggestions and new ideas. Maintain CPE.

Managing Change

Adapts easily to changing conditions and work responsibilities. Supports the evolution of the firm and those around you. Able to acknowledge and work comfortably with people of differing styles, temperaments, and preferences. Bounces back quickly from setbacks and frustrations.

Professional Presence

Dresses appropriately for the position and role. Presents a well-groomed, clean and neat appearance. Appearance does not call undue or inappropriate attention to self. Appearance represents organization well.

Results Focused

Sets high goals and strives to achieve them. Seeks performance feedback and uses it to improve self. Stays on task in spite of distractions and interruptions. Demonstrates persistence; meets deadlines. Exhibits initiative. Has a strong sense of urgency about solving problems and getting the job done.

Team Focus

Is aware of how their job affects coworkers and the morale and heartbeat of the team. Maintains an upbeat, positive attitude. Fulfills commitments to other team members. Puts team success ahead of individual success. Balances team and individual responsibilities. Does not monopolize credit for others work.

Work Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an indoor, office setting.

Physical Functions

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.