

JOB DESCRIPTION AND FUNCTIONS OF TAX ASSOCIATE

This position will assist the Tax Department with a wide range of hedge fund tax and accounting related responsibilities, including federal, state, foreign and local income tax filings, preparation of fiscal year-end book/tax adjustments, maintenance of management company books and various other tax planning projects. This position will report directly to the Senior Tax Accountants.

Primary Responsibilities:

- Organizes all tax information provided by Clients;
- Prepares the books of Management Company Clients using QuickBooks Online;
- Prepares supporting workpapers to reconcile book to tax differences and prepares other tax adjustments as needed;
- Prepares tax returns for partnerships, corporations and high net-worth individuals using CCH ProSystem fx tax software;
- Reviews his or her own work product against prior year returns and system generated diagnostics;
- Prepares tax projections for quarterly estimates and extensions using Bloomberg BNA Income Tax Planner;
- Prepares and files various, quarterly and annual, local tax filings through various taxing authority websites;
- Assists in the research of applicable laws to tax issues using online tax research databases;
- Works on other tax projects as determined by Tax Seniors, Managers, and Partners;
- Organizes his or her own work, sets priorities, and meets critical deadlines;
- Informs team of changes to work schedule and arranges for coverage on projects while he or she is away.



In addition to the above functions, you may also be expected, from time to time, to assist in other non-operations work, as the need arises, and as determined by the Associate Directors, Directors and Managing Directors of HC Global Fund Services, LLC.

Job Specifications:

- Graduate of B.S in Accountancy course;
- Preferably a Certified Public Accountant;
- A team player; must be able to work individually and as part of a team;
- Has a good business understanding of financial concepts and tax procedures;
- Analytical and very detail-oriented;
- Flexibility to expand work hours as necessary and support business needs.