



JOB DESCRIPTION AND FUNCTIONS OF SENIOR ASSOCIATE (TAX)

As **Senior Associate**, you will be responsible for such duties and responsibilities that are normally associated with your position, which include, but are not limited to the activities enumerated below:

- Leads and manages multiple tax engagements to deliver quality tax services;
- Reviews federal and state income tax returns for individuals, partnerships, corporations, and exempt organizations;
- Acts as a resource for tax associates;
- Involved in tax planning and estimates;
- Delegates and supervises the work of tax associates;
- Contributes to the client service teams by producing quality work with quick turnaround and ensuring a smooth flow of tax returns;
- Responsible for establishing engagement letters and all related compliance framework;
- Leads tax software and technology process development and enhancements;
- Establishes workflow and timelines as it relates to projects;
- Conducts performance evaluation to tax associates and help improve the staff's work performance;
- Solicits feedback on tax season performance and formulate an action plan for the following year incorporating that feedback;
- Facilitates in-house tax training;
- Develops and identifies the capability of the firm to provide additional needed services for clients in the taxation area;

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:

- Bachelor's degree in Accountancy;
- Chartered Accountant (CA) / Certified Public Accountant (CPA) preferred;
- Must have experienced at least 3 busy seasons (1 year of which is in a senior role) with a reputable audit firm or another Fund Administration firm in the same capacity;
- Must have experience in managing staff;
- 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;