Accountant/Tax Professional

Dotts Hamilton, Inc. | Bellefonte, Pennsylvania

Employment Type: Full-time, Year-Round or Full-time, Seasonal

Work Schedule: Monday-Friday, with protentional for additional hours during tax season

Benefits: To be discussed during the hiring process

About Dotts Hamilton, Inc.

Dotts Hamilton, Inc. is a reputable accounting firm located in Bellefonte, Pennsylvania, providing comprehensive accounting and tax preparation services to individuals and businesses. We are committed to delivering accurate, reliable, and personalized financial services while building long-term relationships with our clients. We are seeking a detail-oriented and motivated Accountant/Tax Professional to join our team and help us continue providing exceptional service and expert financial guidance.

Position Summary

The Accountant/Tax Professional will be responsible for preparing individual and business tax returns, providing accounting support, and assisting clients with a variety of financial needs. The ideal candidate will have experience in tax preparation or accounting, strong analytical skills, and a commitment to accuracy, professionalism, and client satisfaction.

Key Responsibilities

- Prepare and file individual and business tax returns accurately and in accordance with applicable deadlines and regulations.
- Provide accounting, bookkeeping, and financial support services to clients as needed.
- Conduct client consultations on tax planning, accounting, and financial matters.
- Stay current on federal, state, and local tax laws, regulations, and reporting requirements.
- Review financial records and supporting documentation to ensure accuracy and compliance.

- Communicate effectively with clients to gather information, explain tax-related matters, and address questions.
- Maintain organized and confidential client financial records.
- Collaborate with team members to ensure efficient workflows and high-quality client service.
- Identify opportunities to improve processes and enhance the overall client experience.

Required Qualifications and Skills

- Previous experience in tax preparation, accounting, or a related field.
- Enrolled Agent (EA) designation preferred.
- Knowledge of individual and business tax preparation and applicable tax regulations.
- Proficiency in accounting software and Microsoft Office applications, including Excel and Word, as well as, Google Sheets.
- Strong analytical, organizational, and problem-solving skills.
- Exceptional attention to detail and commitment to accuracy.
- Excellent written and verbal communication skills.
- Ability to manage multiple assignments, meet deadlines, and work independently as well as part of a team.
- Commitment to maintaining client confidentiality and professional standards.

What We're Looking For

We are looking for a dependable, client-focused professional who takes pride in delivering accurate financial work and building trusted client relationships. The successful candidate will demonstrate initiative, sound judgment, a willingness to learn, and the ability to contribute positively to a collaborative team environment.

How To Apply

Interested candidates should submit a resume highlighting their accounting and tax preparation experience to Brenna@dottshamilton.com and Shiloh@dottshamilton.com. Please include a brief cover letter outlining your qualifications and interest in the position. We look forward to hearing from you!