

Tax and Business Operations Accountant

From investment properties to corporate services and property management, we have earned a reputation as a respected leader in the local business community with our project management division.

Whether facilitating the design, construction and move of a new corporate headquarters or strategically planning and negotiating complex lease agreements, we offer the most integrated array of portfolio services. Our approach is strategic rather than merely transactional. That is, our Pac1 professionals can assess a client's entire real estate portfolio requirements on a company-wide scale, delivering results and surpassing expectations.

We are seeking a skilled and experienced Tax and Business Operations Accountant to join our team. The primary purpose and function of this role is to manage the taxes for a Family Office and its operations, as well as to support the preparation of tax returns, report to stakeholders, analyze financial results, and make recommendations. Other areas of focus will be in business operations and general accounting areas.

Position: This is an in-office 5-day-per-week position. We have offices in Washington and Oregon, both within 15 minutes of downtown Portland.

Key responsibilities are:

- Prepare, review, and analyze federal and state corporate income tax returns, estimates, and extensions in compliance with prescribed rules and regulations.
- Maintain current knowledge of, and adhere to federal, state, and local tax laws. Interpret tax laws and regulations and apply them to ensure compliance.
- Determine the effects of business activities on taxes and develop strategies.
- Provide support for internal tax audits.
- Participate in specialized and complex projects.
- Analyze financial statements of outside investments, reconcile select internal general ledger accounts, and administer tax liabilities.
- Develop and maintain courteous and effective working relationships with internal stakeholders and external vendors.
- Operational support and oversight of general business operations including payroll, costing, accounts receivable, accounts payable, and other general business functions.
- Ability to work collaboratively with cross-functional teams.
- Other job duties as assigned.

Requirements:

- BS or BA or higher with a major in Accounting or Finance.
- Advanced degree or professional certification in taxation.
- 3+ years of related experience in Public Accounting or Corporate Tax.
- 3+ years of related experience in an operating business.
- Understanding the federal, state, and local tax laws required.

- Property tax and sales, and use tax, experience a plus.
- Excellent oral and written communication skills required.
- Flexibility is required along with the ability to move at a rapid pace.
- Proficiency with Quickbooks.
- High level of proficiency in the use of Microsoft Excel and Microsoft Word.

Competencies

1. Research Skills.
2. Financial Reporting and Management.
3. Collaboration Skills.
4. Ethical Conduct.
5. Accuracy.

Work Environment

This position operates in an office setting.

Position Type and Expected Hours of Work

This is a full-time position.

Travel

Very little travel is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please submit your interest by emailing your resume directly to Stephanie Gibbens at s.gibbens@pac1property.com