

JOB DESCRIPTION

Job Title: Tax Account | CPA

Organization: Latinos En Spokane

Status: Exempt | Full Time (35h)

Salary Range: \$69,680 to 72,000 annual

Benefits: Medical, Dental, and Vision, paid time off (PTO and holidays)

Reports to: Executive Director

Bilingual Preferred: Spanish & English

About Latinos En Spokane:

Latinos En Spokane (LES) is a Latino and immigrant-led 501C3 non-profit organization based in Eastern Washington. We are dedicated to being a transformative force for systemic change, racial justice, and building generational health and wealth. Our mission is to empower Latinos, immigrants, and marginalized communities by providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and creating policies for justice and inclusion.

Position Summary:

We are seeking an experienced Tax Consultant with a minimum of 3-5 years of tax preparation experience, specializing in complex financial statement preparation. The ideal candidate will hold a Bachelor's Degree, CPA certification, and demonstrate a strong team-oriented mindset. Exceptional verbal and written communication skills are essential, along with a deep understanding of federal, state, and local tax laws and regulations. The successful candidate will possess excellent analytical and problem-solving abilities, coupled with a meticulous attention to detail and accuracy.

The ideal candidate will thrive in a dynamic environment, working both independently and as part of a collaborative team. Exceptional communication and interpersonal skills are paramount, enabling effective interaction with clients and colleagues alike. If you are a highly skilled Tax Consultant with a passion for providing top-notch financial advice and solutions, we encourage you to apply.

Qualifications:

- A Master's degree in Taxation or an equivalent field.
- CPA license is required.
- Minimum of 5 years of expertise in finance, bookkeeping, accounting, or tax-related roles.
- Proven track record of successfully performing tax consultations, with a deep understanding of tax laws and regulations.

Responsibilities:

1502 N. Monroe Ave
Spokane, WA 99201

Tel (509) 558-9359

info@latinosenspokane.org
WWW.LATINOSENSPOKANE.ORG

- Conduct tax consultations, providing expert guidance to clients.
- Interface directly with clients to prepare tax returns for low-income families, individuals, and small businesses.
- Offer financial coaching to clients, assisting them in understanding their financial situation and making informed decisions.
- Collaborate on tax planning and strategy implementation to optimize financial outcomes for clients.
- Manage and maintain comprehensive tax records and documentation, ensuring compliance with all relevant regulations and requirements.

Others responsibilities:

- **Team Collaboration:** Collaborate with other departments and teams to facilitate effective communication and information sharing across language barriers.
- **Confidentiality and Sensitive Information:** Handle sensitive information with discretion and maintain a high level of confidentiality.
- **Professional Development:** Stay informed about industry trends, language advancements, and cultural developments to enhance professional skills.
- **Adaptability and Flexibility:** Be adaptable and flexible in responding to changing priorities and needs of the organization.
- Demonstrate cultural sensitivity and awareness to navigate language nuances and potential cultural differences. Assist in fostering a multicultural and inclusive environment within the organization.

To Apply:

Please submit a cover letter, resume, and three professional references to with the subject line "Tax Account|CPA." Applications will be accepted until [application deadline].

At Latinos En Spokane, we are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age marital status, veteran status, or disability status.

Acknowledge for hired employee:

I have received, reviewed and fully understand the job description for (Position name). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Printed Name _____

Signature _____ Date: ____/____/____