



Position: Tax Associate

Reports to: Tax Supervisor

Location: Rockville, MD – HQ

Candidate will be able to work remotely one day per week.

Base Pay Range: \$70,000.00/yr - \$90,000.00/yr

The Tower Companies is seeking a knowledgeable and detail oriented Experienced Tax Associate to join our dynamic Tax department. As the Experienced Tax Associate, you will be assisting the tax department with the filing of all of the company's tax returns. This position is responsible for the preparation of tax returns, including ensuring all federal and state income tax returns are prepared timely and accurately and in compliance with applicable laws. The Experienced Tax Associate will help ensure the ledgers are correct and reflect the activity for the specific year. This position will report to a Tax supervisor, however, will collaborate with all members of the Tax department.

Key Responsibilities

The Experienced Tax Associate responsibilities will include, but are not be limited to:

- Prepare partnership tax returns, trust tax returns, individual tax returns and foundation tax returns. Create tax journal entries and supporting workpapers.
- Identify potential tax issues and conduct research using various authorities/guidance to resolve them.
- Audit the books of some internal partnerships and record any necessary adjustments.
- Tie-out brokerage account activity on the general ledger to 1099s and reconcile any variances.
- Prepare write-ups of banking activities by sorting through monthly statements and reviewing transactions.
- Other tasks as assigned by the team and/or supervisor.

Education and experience:

- Minimum 2-3 years accounting experience, tax experience preferred
- Bachelor's degree in Accounting

- Experience using Microsoft Office Applications such as Word, Excel, and Outlook
- Ability to prioritize tasks, work on multiple projects, and meet deadlines
- *Candidates under consideration for hire must submit to, and pass a background check and drug screening according to Tower's hiring standards.*

Successful Candidates Are:

- Analytical with a high attention to detail
- Self-starters with positive attitudes
- Team players
- Driven by new challenges and growth opportunities

Preferred Qualifications

- Experience with tax preparation software, CCH Axcess experience a plus
- Public Accounting Experience

The Tower Companies is an equal opportunity employer and offers a collaborative and exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan.

**If you're interested in this position and working for The Tower Companies, please send your resume and cover letter to hr@towercompanies.com
No phone calls please. EOE**

About The Tower Companies

For three generations, the family-owned [Tower Companies](http://www.towercompanies.com) has maintained a commitment to responsible development and envisions a world where buildings inspire and enrich the lives of their occupants, and create positive social change. The green building leader owns, develops, and manages over 5 million square feet in the Washington, D.C. metropolitan area consisting of office buildings, office parks, lifestyle centers, regional malls, eco-progressive live-work-play communities and hotels with over 8,000,000 SF in the development pipeline. The Tower Companies is recognized as an international authority in the industry, and has been recognized for its commitment to sustainability and energy independence by numerous national organizations and federal agencies, including US Green Building Council, US Department of Energy and the US Environmental Protection Agency.