

Position Title: Staff Tax Accountant – Entity Tax	Department/Location: Tax – Onsite – Baltimore, MD
Reports to: Manager or Senior Manager, Entity	FLSA Designation/Rate Type: Exempt/Salaried

POSITION SUMMARY:

Staff Tax Accountant will focus on tax compliance and planning for investment/management funds. Occasionally, clients have many complex investment structures, with an interplay with philanthropic planning as well as trust and estate planning.

Key Outcomes:

- Client Support
- Prepare Tax Returns
- On Time Delivery

ESSENTIAL DUTIES & RESPONSIBILITIES

- Embodies Acadia’s core values and is a standard bearer in all dealings with clients and employees across the organization.
- Update status of tax return preparation in the Tax Task Trackers daily
- Ensure all deadlines are followed and completed on time
- Prepare partnership, corporation and S Corporation tax returns and support on complex transactions for the firm’s tax clients including but not limited to:
 - Families that invest in private equity, real estate, venture capital, and hedge funds
 - Families that own interests in management companies and GPs of hedge fund managers
- Assist with tax research and consulting projects, as needed
- Be a key member of the team in understanding family office structures.
- Collaborate effectively across the team to support the firm’s thoughtful and proactive approach to tax advisory services
- Execute work with minimal oversight and deliver against client and internal deadlines
- Given the dynamic needs of our clients, other interesting and challenging assignments may arise that are outside the typical scope of tax compliance but fully aligned to the Firm’s mission to serve our clients’ needs.
- Assist with ad hoc internal accounting, HR functions, and tax projects as needed
- Ensure behavior and performance supports the company’s Vision/Traction Organizer (V/TO™)
- Solicits feedback; takes action to continuously improve success of team
- Perform other duties as assigned

REQUIREMENTS & QUALIFICATIONS

Education:

- Bachelor’s degree required in Finance or Accounting

Skills & Abilities:

- MS office experience required
- Strong written, verbal and mathematical skills
- Ability to operate in a team environment and with external clients
- Position requires a person with the ability to multitask in a fast-paced environment with stringent deadlines
- Strong project management skills and ability to handle multiple clients
- Appreciation for a high level of client service to meet competing client needs
- Self-motivated and ability to work independently
- Strong attention to detail

Vision/Traction Organizer™ (V/TO™)

Core Values – The Acadia Way

Our values are the things that we believe are important in the way we operate and work. These values determine our priorities and are a measure to ensure that our ways of working align:

WE ARE EXCELLENT	We set high service standards in all that we do to support our clients and each other.
TRUST IS EVERYTHING	We partner with our clients, their advisors, and each other by committing to a self-giving, high-touch approach that is reliable and individualized.
PREPARED & PROACTIVE	We look forward with care and thoughtfulness, anticipating the needs of our clients and our Acadia team.
WE DO WHAT IS RIGHT	We say what we do and do what we say... every time!
WE ARE EAGER TO LEARN & GROW	We seek personal and professional growth and seek continuous improvement in order to remain standard bearers in our industry.

Core Focus™

Purpose: We exist to be Ultimate Client Advocates with impeccable service, superior capabilities, and meaningful connections.

Niche: We are a multi-family office servicing ultra-high net worth individuals that have multiple, sophisticated, alternative investments; and/or trust and estate complexities.