

TriTech Software Development Corp.
1205 S. Greenville Avenue
Allen, TX 75002

Position: Tax Services Account Lead

Schedule: Full-Time/Days

Dynamic, fast-growing software and service company specializing in insurance tax compliance is seeking person with Insurance Premium Tax experience.

This position offers the opportunity to take part in developing the best tax services on the market.

- Processing industry specific state and local tax returns for clients
 - o Research prior year's data for trends
 - o Review tax returns for errors and needed changes to comply with tax laws
 - o Perform adjustments and corrections at the request of the client
 - o Deliver returns quickly to the appropriate person for review, finalization, and printing
 - Telephone and email support
 - o Ability to take telephone and email support, maintain professional image and provide accurate and helpful information to clients
 - o Review other documentation and materials for accuracy, legibility, and reasonableness and provide suggestions for improvement
 - Other skills including
 - o Research and knowledge of industry specific state and local tax return instructions and tax laws
 - o Ability to work quickly
 - o Flexibility and adaptability in performing duties and meeting multiple deadlines
 - o Ability to provide suggestions for enhancements and improvements in software and service practices
 - Knowledge of Microsoft Office applications
 - o Create, maintain, and use documents created in Microsoft Word
 - o Create, maintain, and perform comparison tests and calculations using Microsoft Excel
- * Knowledge of tax principles or experience working with TRITECH PREMIUM PRO a plus.

Please email resume

Email: TaxPrepJob@tritechsoft.com