

**Position Title: Tax Associate**
**OVERVIEW**

Hancock & Dana PC provides an environment where colleagues engage in stimulating and gratifying work, amongst a community of skilled, collaborative professionals. Client's ambitions are brought to life because we listen, strategize and carefully communicate about their needs in the delivery of personalized services across many disciplines.

Hancock & Dana is currently seeking a talented **Tax Associate** to join our office in Omaha, Nebraska. In this role we are looking for an innovative, self-starter who appreciates working in a collaborative environment. This position provides an opportunity for a developing tax professional who is building their technical knowledge for the benefit for our new and existing clients, while continually building their personal knowledge. Success will be achieved through the integration of technical and problem-solving skills, effective communication and the timely delivery of services, whether of a compliance or consulting nature. Candidates will be exposed to a broad range of industries, while representing the firm as a valued business consultant. No overnight travel required.

**Core Competencies**

Ability to work with everyone throughout the organization	Capability to work independently and with accuracy
Demonstrates a consistent and positive approach, especially during peak busy season	Effective written and oral communication skills
Proficient at managing time well and planning for setbacks	Willingness and ability to readily respond to changing circumstances and expectations

**Experience and Skills Required**

Up to 2 years' experience	Bachelor's degree in Accounting	Strong technical experience
Certified Public Accountant license or in the process of completing the CPA exam	Proficient with Microsoft Office (Word, Excel and Outlook), knowledge of Power BI	Meet annual CPE requirements of 40 hours per year

**Performance Opportunities**

- Preparation of basic to moderately complex income tax returns for individuals, corporations, and partnerships
- Contribute to exemplary client satisfaction by providing knowledge on tax issues
- Communicate directly with clients
- Integrally involved in the various phases of tax planning and business consulting
- Conduct tax and accounting research on assigned projects and engagements
- Resourceful use of advanced Excel tools including Pivot Tables and VLOOKUP's
- Participate in the firm's community outreach events