



Position Opening – Enrolled Agent

OnTarget CPA is seeking an experienced Enrolled Agent to join our team. We are a forward-thinking firm located in the heart of downtown Indianapolis. A certified public accounting firm, OnTarget CPA specializes in accounting, taxation, IRS resolution, and consulting needs for individuals and small to medium size companies. As one of the top CPA firms in Indianapolis, our focus is on providing exceptional personal service to our clients.

Position Description

The Enrolled Agent is responsible for client representation before the IRS and relevant taxing authorities. Duties include audit representation, resolution for unfiled tax returns or delinquent tax payments, incorrect/missing filings, filing of amended tax returns, establishment of payment plans, and response to notices. Responsibilities may also include accounting work and tax return preparation.

Specific Responsibilities

- Regular correspondence with the IRS including phone calls and pulling transcripts
- Represent clients on state level issues before the Indiana Department of Workforce Development and Indiana Department of Revenue
- Audit representation, preparation of audit materials and correspondence/updates with auditor
- Negotiate and apply for IRS and state-level payment plans
- Negotiate and apply for IRS resolution such as penalty abatements, Currently Not Collectible Status, etc.
- Response to IRS and state-level notices
- Prepare personal and corporate income tax returns
- Payroll compliance and resolution
- Entity-set up and planning
- Tax research
- Comply with federal, state, and local financial requirements by studying existing and new legislation, and maintaining compliance
- Continue ongoing education by participating in webinars, workshops, conferences and networking events
- Achieve required annual CPE credits
- Provide exceptional customer service
- Ensure accuracy and quality control of all work product
- Maintain confidentiality with personal and sensitive data

ontargetcpa.com



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Qualifications and Competencies

- Bachelor's degree in accounting or a related field
- Enrolled Agent credential
- Familiarity with accounting principles and tax law
- Experience preparing individual and business tax returns
- Detail orientated
- Ability to multitask, prioritize, and organize efficiently
- Excellent verbal and written communication skills
- Commitment to customer service and supportive of OnTarget CPA's core values

Preferred Qualifications

- Previous tax resolution experience
- Familiarity with IRS, state and local tax agency dealings
- Highly proactive
- Advanced technology skills
- Desire to grow and advance through continued training

Salary and Benefits

- High quality health insurance, dental insurance, and vision
- Auxiliary cancer and critical care health coverage
- Life insurance
- 401K plan with company match
- Bonus opportunities
- Company paid parking
- Paid time off, paid holidays
- Professional incentives, including paid continuing education
- Paid Professional memberships for NATP and NAEA
- Best-in-class technology and software
- Employee incentives, including meals during tax season, and paid staff outings
- Competitive salary, commensurate with experience

To Apply

Send resume and cover letter to renee@ontargetcpa.com. No phone calls, please.
Remote employment will not be considered.