



**Job Title:** Tax Assistant

**Location:** Charlotte, NC

CEC Advisors, the public accounting and tax compliance division of Culp Elliott & Carpenter, PLLC, is currently seeking a full-time experienced administrative assistant to support the firm's tax team.

Culp Elliott & Carpenter is a mid-size tax, real estate and trusts and estates boutique law firm in the SouthPark area, focused on providing innovative and effective tax, legal and financial representation to our clients.

The position will support our Tax Compliance group with assembling, scanning, filing, and tracking tax related documents.

**Duties:**

1. Provide administrative support to the Tax Team as needed
2. Process tax information for the Tax Team during yearly tax seasons.
3. Scan and file client tax information (electronic or paper) in electronic filing system.
4. Send and receive client tax information.
5. Provide client tax status reports to the tax team.
6. Electronically file tax returns and update assignment and Trackker system.
7. Coordinate team meetings including catering needs.
8. May include other duties as needed and assigned.

**Competencies:**

1. Highly organized with a strong attention to detail
2. Highly trustworthy and careful with confidential and sensitive information
3. Strong interpersonal and communication skills
4. Experience in day-to-day office operations and use of standard office equipment
5. Strong skills in Excel, ShareFile, DocuSign, Outlook
6. Exhibits conscientious and customer service focus

Salary Commensurate with Experience