A CHRISTIAN COMPANY

TriTech
Insurance Tax Specialists

PREMIUM TAX SPECIALIST/ PROCESSOR

WHO IS TRITECH?

TriTech Software Development Corporation is a dynamic, fast-growing software and services company specializing in the field of insurance tax compliance. This position offers the opportunity to prepare Premium and Municipal tax returns for insurance companies. This position can be fast paced and is perfect for recent graduates or someone with little experience.

DEPARTMENT RESPONSIBILITIES & DUTIES

- Prepare industry specific state and local tax returns for clients
- Perform adjustments and corrections at the request of your supervisor
- Review and organize other documentation and materials for accuracy, legibility and reasonableness
- Able to perform multiple duties and meet multiple deadlines

CHARACTER ATTRIBUTES:
- Excellent communication skills
- Strong work ethic
- Detail oriented
- Strong organizational skills
- Dependable
- Ability to work quickly
- Flexible and able to adapt quickly

QUALIFICATIONS

EDUCATION
• Bachelor's degree in Accounting, Finance, or Business preferred

TECHNICAL SKILLS
• Knowledge of Microsoft Office application a plus
• Knowledge of tax principles or experience working with financial applications a plus

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