

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

Position: Tax Accountant/Product Assurance Group
Date: April 25, 2018
Schedule: Full-Time/Days

Positions Overview

Test company software to ensure they meet standards

Duties and responsibilities

- Tests company software using various testing tools
- Has a working knowledge of all products and how they interact with each other
- Researches and analyzes to make sure tax returns are in compliance with state laws
- Tests changes to the software in development before they are released
- Tests enhancements to the software to make sure they meet design intent
- Reports issues that are comprehensible and continually improve our forms and products
- Has basic knowledge of how to create/maintain automatic tools and templates
- Maintains state specific documentation for tax laws, tax positions, and standards
- Maintains professional and good working relationship with other departments
- Provides suggestions for enhancements and improvements to the software in general as well as its processes
- Completes assigned tax processing tasks
- Readily takes on additional responsibilities and projects within the group
- Other duties as needed or required

Supervisory Responsibilities

May supervise individuals assigned to a specific project

Qualifications & Skills

- Education and Experience – Bachelor's degree or equivalent experience

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- Analytical - Synthesizes complex or diverse information; Collects and researches data
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.
- Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit
- Language – Ability to read, analyze, and interpret instructions furnished in written, oral, diagram, or schedule form. Ability to effectively communicate with co-workers, managers, and other departments; present information and respond to questions from managers, clients, and department. Ability to interpret a variety of instructions.
- Ability to work with mathematical concepts – Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of Excel, Word, Outlook
- Some work outside normal business hours and some weekends required
- May deal with confidential information and/or issues using discretion and judgment

Please submit your resume along with an application [here](#).