



About Mueller & Associates – Certified Public Accountants

Mueller & Associates, PLLC (www.mueller2020.com) is a boutique CPA firm providing comprehensive tax, advisory, and accounting services to entrepreneurs in Texas. With offices strategically located in Austin, Texas the firm utilizes a proactive, tailor-made approach to serve the tax compliance, planning, accounting, and financial affairs of its clients. The Mueller & Associates team includes Certified Public Accountants (CPAs), IRS-licensed Enrolled Agents (EAs), and other advisors with decades of experience in all facets of income tax compliance and planning, tax litigation, accounting, and advisory services.

We are currently seeking a Senior Tax Advisor to join our Tax Compliance and Tax Planning divisions, support our Accounting Services division, and become an integral leader of our firm.

Position Description

As a Senior Tax Advisor at Mueller & Associates, CPAs you will be responsible for preparing moderate to complex corporate and individual tax returns, preparing tax planning projections for closely held businesses and their high-net-worth owners, and advising clients on moderate complexity tax matters. The position will include exposure to a wealth of industries, including healthcare practices, real estate developers, real estate investors, construction companies, manufacturing organizations, professional services firms, retail operations, oil and gas enterprises, restaurants, entertainment establishments, film companies, and many others. In addition, you will support our Accounting Services division by interacting with the department Manager as well as other CPAs within the division. You will work closely with the firm's leadership, including its Partner, to serve clients throughout our bi-annual Tax Compliance and Tax Planning seasons.

Position Requirements

- Bachelor's Degree in Accounting or related business field. Preferred Degrees: Master of Science in Taxation (MST), Master of Accounting (MACT or MAcc), Master of Business Administration (MBA).
- CPA license, allowed to practice in the State of Texas or actively seeking reciprocity. CPA candidates actively sitting for the exam will be considered for this position. Enrolled Agents (EA) will be considered as well.



- You must have at least three to five years of experience in public accounting, with an emphasis on preparing moderate to complex income tax returns for individuals and businesses (\$2,000,000 to \$100,000,000 in annual gross revenues) operating through corporate and passthrough entities.
- You must have a successful track record advising clients on tax planning matters.
- You must have a successful track record interacting with clients and/or their internal accounting staff.
- You must have experience with Tax Software: ProSystems, ProSeries, Lacerte, Ultra Tax, etc.
- You must have experience with accounting software: QuickBooks, Xero, and related.

What We Offer – Our Associate Value Proposition

1) Competitive Compensation Package: Our base salary, combined with our bi-annual performance bonus is highly competitive in the Austin market. In addition, we offer a monthly business development bonus for Associates bringing in clients to the firm. Our firm promotes from within and provides appropriate financial incentives to top-performing team members. Associates joining our firm earn more money while working less hours.

2) Comprehensive Benefits: We offer a retirement plan with employer matching up to 4%, 100% employer-paid health insurance, dental insurance, and supplementary accident insurance, as well as 50% employer coverage for Associates' dependents. In addition, we offer paid meals during tax season, paid Continuing Professional Education (CPE), paid on-site and off-site training, paid CPA and EA licensing fees, and paid State Society dues.

3) Life-Work Balance: Our firm offers a Flexible Paid Time Off (PTO) package which allows Associates to take as much time off as they need. In addition, our firm provides a Flex Schedule package which allows Associates to design their daily schedules. Finally, our firm closes at 1 PM on Fridays for four months out of the year, thereby allowing team members to enjoy long weekends with their friends and families.

4) Commitment to Productivity: Our firm makes a substantial investment in IT and infrastructure. We are fully paperless, leverage the latest on IT tools and resources, utilize three monitors on custom-built PCs, and provide Associates the opportunity to work remote from home. All Associates are provided their own office for full privacy and productivity (no



cubicles). Further, our Operations team safeguard the productivity of our CPAs by handling calendaring, document follow-up, and other administrative tasks.

5) Career Advancement Opportunities: Our firm specializes in specific niches and has a strong market share in these industries. We serve clients through a multi-division approach, allowing Associates to gain valuable exposure to different services within the firm, as well as allowing them to learn about clients from an operational and financial standpoint. We design clear Career paths for Associates to grow professionally, financially, and personally, and commit to promoting from within.

Application Process

Please contact our Recruiting team at hr@mueller2020.com and submit the following:

- 1) Full resume or CV.
- 2) CPA license number and State of jurisdiction. EA license number.
- 3) If currently sitting for the CPA exam, provide copies of scheduled sections.
- 4) Three business references: Include full name, title, telephone, email, and relationship.

* Recruiters and staffing agencies: Please do NOT contact our firm regarding this position. *