



## Tax Associate

### Job Description

We are seeking a multi-talented individual interested in a career in providing family, individual and small business tax advisory services. Maddox Thomson is an independent, locally owned planning and compliance firm, located in Houston, Texas. We provide objective and unbiased compliance and advice, largely to high-net-worth individuals, their families, and related entities, such as partnerships/LLCs, S-Corporations, and trusts. Principal roles will include mentoring staff and working with partners and managers in a collaborative environment, providing income and estate tax consulting and compliance, to our growing client list.

### Job Requirements

- Prefer 1-3 years' experience in tax compliance and consulting work, preferably with high net-worth individuals and families.
- CPA, or working towards certification
- Must possess excellent written and oral communication skills
- Must integrate quickly in a team environment
- Must be well organized and manage multiple priorities well
- Must be detail oriented
- Must be proficient with the use of technology (existing and new)
- Must project professional appearance

### Other Details

- Location: Houston, Texas
- Travel: None
- Hours per week: Normally, 40 with paid overtime in busy times.
- Salary: TBD

### Application Instructions

- Send cover letter and resume to the firm at [dmeisgeier@maddoxthomson.com](mailto:dmeisgeier@maddoxthomson.com).