



## ***Law Office: Tax Compliance Director***

### ***Summary***

This position will oversee all tax compliance of the office. This includes implementing processes, supervising staff, leading on international compliance projects, and assisting on other legal matters that involve compliance. Also, this position will take the lead on incorporating the merger of an Asian compliance firm.

### ***Company Profile***

Hone Maxwell LLP is a tax law firm with offices in San Francisco, Irvine, Tijuana, and San Diego. We work with a wide variety of clients, with a specialization in international clients.

### ***Position Description***

The position duties include:

- Overseeing all tax compliance of the firm
- Preparing various tax returns
- Preparing complex international reporting
- International tax calculations and analysis
- Organization and support on legal projects
- Filing and organizing documents
- Data entry
- Assisting in the composition of emails, letters, and other documents
- Assisting attorneys on various projects
- Possible travel to Singapore

### ***Professional Qualifications***

- Fluent in Spanish preferred
- Bachelor's degree in accounting
- EA or CPA license preferred
- Technologically savvy, with expert skills in Adobe, Microsoft Excel, Word, and PowerPoint
- Detail-focused and highly organized work habits
- Ability to train staff on tax preparation and supervise work
- Exceptional verbal and written communication skills (with impeccable grammar)
- Excellent time management and prioritization skills
- Ability to synthesize complex issues and ideas
- Creative and resourceful problem-solving skills
- Ability to work independently, with minimal supervision, and also as a member of a team
- Professional demeanor and advanced interpersonal skills
- Experience in tax office preferred, but not required



### ***Personal Attributes***

A commitment to excellence, academic and emotional intelligence, efficiency, and adaptability are highly valued at our firm. Applicants should be responsible, self-motivated and comfortable independently finding technological solutions to problems that arise. Maintaining a positive work environment is very important to our company and it is, therefore, important that the position is filled by someone who is genuine, self-assured, and committed to personal and professional growth. Applicants should enjoy creating, learning, and refining systems of all types. Applicants must have integrity and ethics, respect for client confidentiality, and the ability to pass an extensive background check.

### ***Additional Information***

**Location:** California  
**Start Date:** ASAP  
**Hours:** 9:00AM to 5:30PM  
**Pay:** Competitive based on experience

### ***Contact Information***

Hone Maxwell LLP  
3465 Camino Del Rio South  
Suite 400  
San Diego, CA 92108  
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### ***How to Apply***

- Email a resume and cover letter explaining your interest in the position in PDF.
- The email subject line should read: Application - ["enter your full name"].