

# We Are Hiring!!



## Tax Associates

### Requirements:

- Bachelor's degree in Business Administration, major in Accounting
- Accounting and tax experience preferred but not required
- Excellent oral and written communication skills (English/Spanish)
- Good technology skills
- Key interpersonal skills

### Position Description:

- Preparation of Puerto Rico and Federal individual and business tax returns
- Assistance with other tax related work
- Assisting a client's finance department with certain accounting, finance, and tax responsibilities

### Benefits:

- Hybrid Work Policy (Remote/In Person)
- Signing Bonus
- Life Insurance
- Annual memberships (PR Society of CPA/AICPA)
- Ten paid Holidays per fiscal year
- Other

If you meet our qualifications, please send your resumé to:  
[mmatos@alvatax.com](mailto:mmatos@alvatax.com)