Tax Staff

PDM LLP | Torrance, CA | Onsite | Full-Time

Department:	Client Service Tax
Reports To:	Manager / Senior Manager / Director / Partner
Location:	Torrance, CA — Onsite. Hybrid flexibility may be considered on a case-by-case basis once familiarity with staff and client base is established.
Compensation:	Salary range of $62,000 to $70,000, depending on qualifications and experience.
Benefits:	Medical, dental, vision, and life insurance; vacation, sick leave, and paid holidays; profit sharing. Benefits subject to confirmation with HR.

About PDM

PDM LLP is a Torrance-based CPA firm of approximately 40 professionals serving small and mid-size businesses, their owners, and the families behind them. Our client relationships are built on more than compliance. We take a holistic approach to understanding each client's full financial picture, providing advisory services that go well beyond the return. Many of our client relationships span generations, with businesses and families who trust PDM as a long-term partner through transitions, growth, and every stage in between. Our focus is on being genuinely useful to clients year-round, not just at tax time.

The Opportunity

We are looking for a Tax Staff associate who is serious about building a career in public accounting. This is not a seat-filling role. PDM is a firm that invests in its people, runs a modern technology-forward practice, and gives every team member direct access to senior leadership from day one. If you are the kind of person who asks good questions, pushes yourself to understand the why behind every number, and treats feedback as fuel rather than criticism, we want to meet you.

This role is the entry point to PDM's tax career ladder. You will work alongside experienced team members, gain exposure to both individual and business tax, and build the foundation for a long-term career at a firm that is genuinely committed to your development.

What You Will Do

Prepare and Review Tax Returns

- Prepare individual income tax returns (Form 1040 and related schedules) under supervision.
- Prepare basic business tax returns (Forms 1120-S, 1065, 1120) with guidance from senior team members.
- Perform first-level review of outsourced and AI-assisted prepared returns using firm checklists.
- Reconcile source documents (W-2s, 1099s, brokerage statements, K-1s) to return inputs.

Document Your Work

- Prepare and organize workpapers in accordance with firm standards.
- Flag issues and open items clearly rather than making unsupported assumptions.
- Maintain an issue log for problems encountered, root causes, and resolutions.

Communicate With Clients

- Reach out to clients for missing documents and basic follow-up under Senior or Manager direction.

- Communicate professionally in all client interactions and escalate substantive questions appropriately.

Use Technology Well

- Manage your work through XCM, prepare returns in CCH Axcess Tax and CCH Engagement, research in Blue J, and build workpapers in Excel.
- Learn firm procedures and apply them consistently. We will train you — come ready to absorb.
- Participate in tax department meetings prepared and engaged. Come ready to contribute, not just to listen.
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What We're Looking For

- A genuine eagerness to learn, demonstrated through the quality of questions you ask, the feedback you seek, and the effort you invest in understanding concepts, not just completing tasks.
- Ability to receive direct feedback and apply it immediately, not defensively.
- Strong attention to detail and a systematic approach to complex, multi-step work.
- Professional communication and a team-first mindset during busy seasons and beyond.
- Bachelor's degree in Accounting or coursework satisfying California CPA licensing requirements.
- Prior tax internship or coursework preferred; not required. If you are the right person, we will develop the skills.

License and Certification

CPA Candidate actively pursuing the Uniform CPA Examination. We expect at least one exam section passed within your first year. PDM supports your path to CPA licensure. If EA licensure is your path, we support that too. One or the other is required for advancement to Manager.

The Career Path

Tax Staff is the entry point. The ladder from here is:

Tax Staff → Senior → Manager → Senior Manager → Director → Partner

Advancement is based on demonstrated competency, not tenure. The associates who move fastest are the ones who push themselves, pursue licensure proactively, and treat every engagement as an opportunity to grow.

Why PDM

- A modern, automation-forward practice that uses technology to free up time for real problem-solving and client advisory work.
- Generational client relationships built on trust, where you will see the full picture of a client's financial life, not just one year's return.
- Structured development: in-house training, CPE, formal reviews twice a year, and ongoing engagement-level feedback.
- A firm that is actively building its talent pipeline and promoting from within.
- A culture where every client interaction is a relationship moment — you will be part of building and deepening client trust from day one, not just processing returns.
- Direct access to Partners, Senior Managers, and Directors from your first day. Our open-door policy is real.

How to Apply

Send your resume and a brief note on why PDM is the right fit for you to:

careers@pdmcpas.com

We review all applications and will respond to qualified candidates within 5 business days. No phone calls please.

PDM LLP is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by applicable law.