US CPA, Tax Specialist for Foreign-Owned US LLCs

JOB DESCRIPTION

LOCATION	Fully remote, work from home
ENGAGEMENT	Full-time, after a paid two-week part-time trial
EXPERIENCE	2 to 10 years of hands-on US tax preparation
CREDENTIAL	US CPA required
FOCUS	Form 5472 and pro forma 1120 for foreign-owned LLCs, business returns, nonresident and expat filings
COMPENSATION	Based on experience, discussed on the first call

About the Client

Our client is a corporate services firm working across the UAE and the US. It helps entrepreneurs with company formation, banking, accounting and tax.

Its US LLC portfolio is growing fast. Most of these owners do not live in the United States. They are founders based in the UAE and other countries who run a US company from abroad. The client wants one person to own accounting and tax compliance for this portfolio, start to finish.

The client's name is shared once you confirm interest and we have had a first conversation.

The Role in One Line

Own the accounting and tax cycle for a portfolio of foreign-owned US LLCs, from reviewing the books to preparing and filing the returns yourself.

This is a hands-on filing seat. The core of the work is the annual Form 5472 with a pro forma 1120 for each foreign-owned LLC, alongside the owners' business and individual returns. If most of your current work is domestic US returns and cross-border filings come up only now and then, this will feel very different.

What You Will Do

- Prepare and file Form 5472 with a pro forma 1120 for foreign-owned single-member LLCs, and work out each entity's reporting obligations
- Prepare and file business returns: Forms 1120, 1120-S and 1065
- Prepare and file individual returns for nonresident owners and US persons: Forms 1040-NR and 1040, with ITIN (W-7) applications where needed
- Handle foreign reporting such as FBAR, 8938, 5471, 2555 and 1116 when a client's situation calls for it
- Review the bookkeeping, reconcile accounts and prepare financial statements before filing
- Manage W-9 collection and 1099-NEC filing for contractors
- Track deadlines and extensions, collect documents from clients and respond to IRS notices

- Flag related-party payments and intercompany balances between US LLCs and UAE companies, and work with the client's UAE advisers where needed
- Explain filing requirements to owners in plain language and take responsibility for getting each filing done right and on time

What You Need

- US CPA qualification, with all four exam sections cleared. A state licence is a plus.
- 2 to 10 years of US tax experience where you prepared and filed returns yourself, not only reviewed them
- Non-resident filing experience: Form 5472 for foreign-owned US LLCs or corporations, and 1040-NR for non-resident owners. This is the one thing the client will not compromise on.
- Business returns (1120, 1120-S or 1065) prepared by you
- Professional tax software and e-filing experience, for example Drake, UltraTax, CCH Axcess, Lacerte, ProConnect or ProSeries
- Comfort reviewing books and reconciliations, ideally in QuickBooks or Xero
- Clear written and spoken English, since you will deal directly with owners
- The discipline to run several client accounts at once without missing a deadline

A US CPA is required for this role. The client also wants proof of hands-on work, so the credential alone is not enough. Tell us the forms you have actually prepared and filed.

A Strong Plus

- Expat and nonresident individual work: 1040-NR, 2555, 1116, 8938, 8621, FBAR
- Experience at a US company-formation or compliance firm that serves non-US founders, or at a US expat or cross-border tax firm
- Clients based in the UAE or the wider Gulf

How the Process Works

The client wants to see real work before making an offer, so there is a short paid trial.

- A confidential call with AccountingBaba Recruitment about the role and your background
- An introduction to the client and a technical interview
- Two weeks of paid, part-time trial work. The hours are flexible, so you can do it alongside your current job, and the trial is paid whether or not an offer follows.
- Offer letter and onboarding

The trial works both ways. You get to see the client base, the systems and the workload before you resign from anything.

Before You Say Yes

This role comes with a real portfolio from day one, so please talk to us only if you are genuinely open to a move. If something could stop you from switching, such as a counter-offer, a pending promotion or timing, tell us early. We would much rather know at the start.

What to Send Us

- The forms you have personally prepared and filed, with a rough count of your 5472 filings
- Roughly how much of your current work is foreign-owned, nonresident or expat tax
- The tax software you use
- Your CPA status: the year you cleared the exams, and the state licence if you hold one. Mention EA, CA or PTIN too if you have them
- Your notice period

- Your current and expected compensation

Recruitment for this role is managed by AccountingBaba Recruitment. This brief is shared in confidence, please do not circulate.