



EXPERIENCED TAX PREPARER

SUMMARY: Responsible for organizing and coordinating clients' tax data for the accurate, timely completion of individual tax returns and simple to moderately complex corporate, partnership, S-Corp and trust tax returns.

- Seasonal: Monday through Friday; 8:00 a.m. until 5:00 p.m. beginning January through April 15.
- Weekends and overtime may be available..
- Formal and on-the-job training is provided in order to prepare a tax preparer for their duties and responsibilities.

DUTIES AND RESPONSIBILITIES: Include the following and are required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reviews tax information submitted by client for completeness; communicates with clients..
- Possesses basic knowledge of income tax regulations in order to answer clients' questions.
- Prepares personal tax returns of various complexities.
- Prepares corporate, partnership and S-Corp returns not requiring advanced expertise.
- Makes adjusting journal entries and completes trial balances in order to prepare a tax return.
- Maintains a good understanding of depreciation in order to read and understand depreciation reports.
- Works with confidential client information; require ability to keep matters confidential.
- Such other duties as may be assigned.

SPECIAL SKILL REQUIREMENTS:

- Proficient computer skills, including Microsoft Word and Excel.
- Must have good interpersonal and communication skills and conduct himself/herself in a professional manner.
- Should be detail-oriented, have good organizational skills and possess the ability to be adaptable and handle multiple tasks.
- Must be a willing team-player

REQUIRED EXPERIENCE:

- At least two (2) years' experience preparing individual, corporate, partnership and S-Corp tax returns.
- At least one (1) year experience using computerized tax preparation, tax planning and tax research software.

REQUIRED EDUCATION: Bachelor's Degree in Accounting or Bachelor's Degree in another discipline with various coursework in taxes and accounting, through intermediate level from a four-year College or University, with a minimum GPA of 3.0 at graduation.