



Seasonal Tax Preparer

We're searching for a seasonal tax preparer who will be responsible for individual federal and state tax return preparation tasks and who is able to work independently with limited supervision. This tax preparer must be highly organized and must possess customer service and interpersonal skills. The tax preparer role demands attention to detail and ability to think strategically. This position will be supporting a high volume tax preparation office and the tax preparer will be working in a team environment.

Job requirements:

Minimum 3 years of recent individual tax preparation/consulting experience.

Experience with UltraTax software a plus.

Minimum education Associate's or Bachelor's degree.

Job duties:

Complete tax update training and stay apprised of tax law changes.

Prepare and review complex individual federal and state tax returns and associated schedules.

Research tax subjects and concerns.

Organize and maintain office tax records.

Communicate with clients.