



Job description for Seasonal Contract Tax Preparers (Full-time and part-time position)

We are seeking a motivated full-time and part-time preparer with excellent customer service and communication skills. Prior tax preparer experience is a must.

REQUIRED EXPERIENCE

Strong Federal and State tax law background required
Interview clients in order to prepare personal tax returns (Corporate experience a plus)
Ability to contact, communicate and document information required to complete tax returns
Ability to work in a fast paced atmosphere
Ability to work well with team members
Experience with the internet, Microsoft Word and Excel
Complete check list regarding information obtained from the client
Intermediate to expert skills with Drake software desired
Knowledge of Pub17 and the ability to perform appropriate research
Willingness to learn to further his/her education
Ability to operate in excellence, confidentiality, professionalism and integrity
Must have reliable transportation
Must be able to pass criminal background and drug test
Must have up to date preparer tax ID number (PTIN)
January-April contract position with possibility of extension
Ability to work flexible hours including some Saturday's
Other duties as assigned

EDUCATION REQUIRED:

High School diploma GED Equivalent and related business experience.
Some college preferred.

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"The Brightest Star in the Tax and Accounting Business."