



## **Income Tax Preparer Position**

**Year Around, full-time Job with benefits, commissions and bonuses, EXPERIENCE PAYS!**

### **Company Summary**

Our firm is focused on the success and growth of every individual and business we provide professional services to. We are a premier provider of consultative based income tax preparations. Our team of professionals includes experienced tax preparers and accounting staff. Our firm manages the most critical functions of small and large businesses, including payroll, federal and state tax preparations, personal and corporate federal income tax return preparations, and complex accounting functions. We ensure that each client's unique financial needs are met, and our role includes bringing our clients the VERY BEST service, knowledge base and professionalism they can receive.

### **Our Full-Time, Permanent Income Tax Preparer is responsible for:**

- ~ Completing tax returns for individuals, businesses, not-for-profits and Corporations
- ~ Providing customer service and fulfillment, responding to customer inquiries and IRS correspondence, and education businesses and individuals in tax planning.
- ~ Working with office team to assist clients with prior year tax preparations
- ~ Educating clients on many valuable tax shelters, such as S Corporations, to shelter earnings
- ~ Completing hundreds of returns each year, throughout the year. EXCEPTIONAL BONUS PACKAGE
- ~ Developing and implementing the tax department systems each year to gear up for tax season
- ~ High level of professionalism in appearance and character

In this position, you would be responsible for the fulfillment of business and individual tax services, as well as some training and systems development. We continuously foster an environment in which our customers desire to remain loyal for years.

### **Qualifications**

1. Previous Income Tax experience, preferably with both personal and corporate returns
2. Ability to work interdependently with a high degree of professionalism, integrity and strong Work ethics
3. Relationship builder at all levels and proven tax skills
4. Strong oral, written and computer skills
5. High school diploma required, AA or BA preferred (Bus. Mgmt, Accounting or Finance ideal). Professional Income Tax course completions are excellent substitute for education

### **Compensation Package**

Excellent annual base salary (EXPERIENCE PAYS!!), TEAM bonuses when achieving goals, extensive training and support, benefits package includes insurance and vacation. Advancement Opportunity!!

We are an Equal Opportunity Employer