

Job description

Tax Professional duties include:

Preparing complete and accurate tax returns primarily 1040 personal returns

Providing IRS audit support

Mentoring and supporting teammates

Various work includes tax preparation, reviews, and special purpose projects.

Minimum Qualifications

Preferred Skills & Experience:

High School Diploma or equivalent

Experience in accounting, finance, bookkeeping(Quickbooks) or tax

Experience completing individual returns

Ability to effectively communicate in person and in writing

Experience working in a fast-paced environment

-Must be extremely organized and expect perfection from self

-Good Computer Skills: Quick books, Pro Series, (for 1040s and Corporations), UltraTax

-Good with Microsoft, Word, and Excel

A full Background check/ fingerprinting is required.

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