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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