

## Tax Preparer

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** DOE

**Employment status:** Contract / Temporary

### Description

Are you seeking opportunities as a Tax Preparer? This challenging Alexandria, Virginia based Tax Preparer role is offered through Robert Half and has a short submission period. Don't delay in submitting your credentials! You will be considered authoritative when it comes to the preparation of simple and complex, individual and small business State and Federal tax returns. A company in the CPA Firm - Other field is offering a long-term contract / temporary employment opportunity. Submit an application today!

Your responsibilities in this role

- Count services and invoice for form preparation fees
- Manually prepare transaction tax returns utilizing various methods (Paper, E File, EDI Upload) with various government agencies
- Maintain other related duties and participate in special projects as assigned
- Answer incoming client calls to facilitate tax questions and set appointments
- Check in with clients to gather imperative information/documents
- Link legitimate data into Tax software application

### Requirements

- Ability to effectively interact, verbally and in writing
- Data entry, document management, file creation and previous records experience required
- Ability to work within spreadsheets and databases
- AA or BS/BA in Accounting or finance preferred
- Adeptness in Local Taxing
- Public Accounting Tax experience
- General familiarity with Income Tax Accounting
- Income Tax Return experience
- Experience with Multi-state Tax
- Strong familiarity with Prepare Income Tax
- Prepare Tax Returns experience preferred
- Demonstrated knowledge of Individual Tax Return
- Must be able to work independently with minimal supervision
- Ability to multitask and communicate well with individuals of all backgrounds

If you have the right skills for this role and are available immediately, we want to hear from you contact us today!

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Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**