

Tax Preparer - Part-Time

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: \$25.00 to \$33.00 hourly
Employment status: Contract / Temporary

Description

Tax Preparers looking to expand their career in the Tucson, Arizona area, should consider this open position via Robert Half. The ideal candidate will possess a demonstrated history of accurately completing assignments and working in a deadline-driven environment. The preparation of simple and complex, individual and small business State and Federal tax returns, will depend on the Tax Preparer. If you're seeking a short-term contract / temporary job, this opportunity could be for you. This Part-Time Tax Preparer role will be working 20-25 hours per week through the tax season.

Submit an application for this role now!

Major responsibilities

- Draw up transaction tax returns utilizing various methods (Paper, E File, EDI Upload) with various government agencies
- Produce error free data into Tax software application
- Handle clients with incoming calls to delegate tax questions and set appointments
- Balance other related duties and participate in special projects as assigned
- Communicate with clients to gather necessary information/documents
- Tabulate and invoice for form preparation fees

Requirements

- Ability to multitask, collaborate and communicate well with individuals of all backgrounds in a fast-paced environment
- Excellent verbal, written, and social communication skills
- Drake Tax Software experience
- AA or BS/BA in Accounting or finance preferred
- Capable of working independently with minimal oversight
- Ability to work within spreadsheets and databases

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

This Job Posting will expire in 10 days.