

## Tax Assistant

**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:** \$19.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Do you want to grow your career as a Tax Admin/Preparer? Candidates seeking a Tax Preparer role in the Redwood Shores, California area with an immediate start date should consider submitting their credentials through Robert Half promptly. You will be responsible for the arrangement of simple and complex, individual and small business State and Federal tax returns. This is a contract / temporary role and might be a great fit for candidates looking for a short-term opportunity with a company in the Professional Services field. Apply immediately!

#### Your responsibilities

- Tally and invoice for form preparation fees
- Service incoming client calls to respond to tax questions and set appointments
- Administer appropriate data into Tax software application precisely
- Contact clients to gather vital information/documents
- Performing other related duties and participate in special projects as assigned
- Prepare transaction tax returns utilizing various methods (Paper, E File, EDI Upload) with various government agencies manually

### Requirements

- Ability to multitask and communicate effectively with individuals of all backgrounds
- Data entry experience
- Excellent communication and organizational skills
- Working knowledge of spreadsheets and databases
- Experience with high volume data entry
- Can work independently with minimal supervision
- AA or BS/BA in Accounting or finance preferred

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

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

---

[Apply Here For Job Posting](#)

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

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