

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/05/2024



95008  
Campbell, CA, 95008

## 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:** \$23.75 to \$27.50 hourly  
**Employment status:** Contract / Temporary

### Description

There is an interesting employment opportunity offered on a temp basis in the Campbell, California area for a Tax Preparer. Your responsibilities as the Tax Preparer will consist of completing simple and complex State and Federal tax returns for individual and small business. Put your talents to the test in this dynamic Tax Preparer role if you deadline-driven and have an attentive eye for detail. This is a long-term contract / temporary opportunity. Please apply right away!

#### Key responsibilities

- Direct clients with incoming calls and assist with tax questions and set appointments
- Correspond with clients to gather important information/documents
- Review and invoice for form preparation fees
- Enter appropriate data into Tax software application
- Carry other related duties and participate in special projects as assigned
- Complete transaction tax returns manually utilizing various methods (Paper, E File, EDI Upload) with various government agencies

### Requirements

- AA or BS/BA in Accounting or finance preferred
- Ability to multitask and attention to detail are critical
- 2+ years preparing tax returns- Individual Tax Return experience
- Lacerte Tax Software experience required
- Intuit Lacerte experience
- Proficiency in Federal Income Tax Return
- Working knowledge of spreadsheets and databases
- Experience with high volume data entry
- Ability to work independently with minimal oversight
- Strong communication skills and able to receive criticism well

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