

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



94038
Pacifica, CA, 94038

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: \$47.50 to \$55.00 hourly
Employment status: Contract / Temporary

Description

Love tax and want remote? Robert Half is looking for tax preparers to work with a completely remote tax firm client of ours! The prime responsibilities of the Tax Preparer are preparing simple and complex, individual and small business State and Federal tax returns. This role is a great fit for a passionate and deadline-driven Tax Preparer with a desire to make an impact. This is a long-term contract / temporary opportunity. Please apply right away!

What you get to do every day

- Resolve and invoice for form preparation fees
- Manage other related duties and participate in special projects as assigned
- Tend to incoming client calls to walk through tax questions and set appointments
- Call or email clients to gather fundamental information/documents
- Supply the Tax software application with correct data
- Hand-operate transaction tax returns utilizing various methods (Paper, E File, EDI Upload) with various government agencies

Requirements

- AA or BS/BA in Accounting or finance preferred
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request
- Ability to work within spreadsheets and databases
- 3+ years preparing tax returns- Accurate, swift, data entry abilities
- Capable of working independently with minimal oversight
- Tax Preparer experience desired
- Excellent oral and written communication skills

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 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.