

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: \$26.00 to \$45.00 hourly
Employment status: Contract / Temporary

Description

A CPA firm is seeking support for the upcoming April deadline! Our client is open to a Tax Administrative Assistant or a Tax Preparer. This role can be part-time or full-time and is onsite in San Carlos, CA. In this Tax Preparer role, you will be completing simple and complex State and Federal tax returns for individual and small business. This Tax Preparer is a great chance to contribute and is a great fit for candidates that are deadline-driven and thorough. This is a long-term contract / temporary opportunity. Submit an application today!

Key responsibilities

- Review and invoice for form preparation fees
- Ensure appropriate data is entered into Lacerte (willing to train)
- Formulate transaction tax returns manually utilizing various methods (Paper, E File, EDI Upload) with various government agencies
- Aid clients with incoming calls to direct tax questions and set appointments
- Keep in touch with clients to ensure necessary information/documents is up to date
- Undertake other related duties and participate in special projects as assigned

Requirements

- 2+ years preparing tax returns- Individual Tax Return experience preferred
- Individual tax experience
- Capable of working independently with minimal oversight
- Sound written and verbal communication skills
- Ability to multitask and meet deadlines
- Experience with high volume data entry
- AA or BS/BA in Accounting or finance preferred
- Competent with spreadsheets and database
- Bilingual Spanish is helpful

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.