

## 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:** \$26.60 to \$30.80 hourly  
**Employment status:** Contract / Temporary

### Description

Looking for a new role as a Tax Preparer? A firm in the Redwood City, California area is currently reviewing candidates for an immediate Tax Preparer opening. Interested and qualified candidates should urgently apply through Robert Half. You will be answerable for the preparation of simple and complex, individual and small business State and Federal tax returns. Candidates seeking career-building opportunities in the Non-Profit field, might want to look into this recently available long-term contract / temporary position. Submit an application for this role now!

What you get to do every day

- Supply the Tax software application with correct data
- Handle clients with incoming calls to delegate tax questions and set appointments
- Review and invoice for form preparation fees
- Organize transaction tax returns utilizing various methods (Paper, E File, EDI Upload) with various government agencies
- Accomplish other related duties and participate in special projects as assigned
- Communicate with clients to gather necessary information/documents

### Requirements

- Accurate, swift, data entry abilities
- Excellent written, verbal and social communication skills highly desired
- Ability to multitask and attention to detail are critical
- AA or BS/BA in Accounting or finance preferred
- Able to work independently with a minimal amount of oversight
- 1+ year experience preparing tax returns
- Adeptness in Tax Preparation Software
- Comprehensive knowledge of Federal Income Tax Return
- Tax Preparer experience highly desired
- Strong familiarity with taxes
- General familiarity with Tax Season
- Individual tax experience
- Demonstrated knowledge of Tax Returns
- Prepare Income Tax experience required
- Proficient with 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!

creative, legal, and administrative and customer support roles.

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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.**