

## 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:** \$25.65 to \$29.70 hourly  
**Employment status:** Contract / Temporary

### Description

Apply today for this Tax Preparer role through Robert Half if you are looking for opportunities in the Non-Profit field near the Redwood City, California area. VITA certificate required at a minimum. Top applicants should be meticulous with various details and be comfortable working in a fast-paced, deadline-driven environment. The role is 100% remote, but you must be experienced in Zoom video conferencing. The Tax Preparer is obligated to execute the preparation of simple and complex individual State and Federal tax returns. This is a short-term contract / temporary role through the tax season (up to May 15th). Don't wait - apply today!

What you get to do every single day

- Be responsible for other related duties and participate in special projects as assigned
- Interact with clients to gather needed information/documents
- Confirm appropriate data is entered into Tax software application
- Assemble and invoice for form preparation fees
- Assist clients with incoming calls to facilitate tax questions and set appointments
- Hand-operate transaction tax returns utilizing various methods (Paper, E File, EDI Upload) with various government agencies

### Requirements

- Working knowledge of Zoom video conferencing
- AA or BS/BA in Accounting or finance preferred but not required
- Excellent oral and written communications skills
- VITA certificate required at a minimum
- Adeptness in Tax Preparation Software
- Tax Preparer experience
- Demonstrated knowledge of Tax Returns
- Prepare Income Tax experience required
- Foundational knowledge in individual taxes
- Comprehensive knowledge of Federal Income Tax Return
- General familiarity with Tax Season
- Strong familiarity with taxes
- 1+ year experience preparing tax returns
- Can work independently with minimal supervision
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request

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.

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.

© 2023 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.**