



Seasonal Tax Preparer

Jonesboro, GA 8/19/14 (Greater Atlanta Region)

JOB DESCRIPTION

A small tax-oriented accounting firm seeks a seasonal experienced tax return preparer to work during traditionally busy parts of the year (February – April, September - October). Primary emphasis will be on complex individual and company returns for closely held businesses.

Talents Needed:

1. Experienced Tax Return Preparer who wants a seasonal schedule. Enrolled Agent (EA) preferred.
2. Ability to prepare simple to complex 1040, 1065, 1120, and 1120S returns.
3. Experience using tax preparation software (experience with Drake a plus).
4. Excellent interpersonal and communication skills.
5. Ability to work independently while being an important part of the team.
6. Ability to understand deadlines and prioritize workload.
7. Experience with IRS conflict resolution desirable.

JOB REQUIREMENTS

Local applicant.

JOB SNAPSHOT

Base Pay \$20.00 - \$35.00 /Hour or hourly plus commission based on experience

Employment Type Part-Time

Job Type Accounting

Education 4 Year Degree

Experience 5+ years

Manages Others No

Relocation No

Industry Accounting - Finance

Required Travel No

Job ID Atlanta