



Seasonal Tax Preparer

Responsible for preparing individual income tax returns

- Seasonal position beginning February 3, 2020 and ending April 15, 2020.
- Prepare 2019 individual income tax returns and 2020 tax projections.
- Organize tax workpapers.
- Tax research

Desired Skills & Experience

- Minimum of 2 years or 2 tax seasons experience in Form 1040 tax preparation.
- Proficiency in CCH Axcess preferred
- Experience in editing documents via Adobe Acrobat
- Be able to work independently, but also able to function in a team environment
- Strong attention to detail
- Ability to communicate information in a clear, concise, and professional manner

Benefits:

- Hourly pay with opportunity for bonus
- Opportunity for recurring, seasonal tax preparer position
- Mentorship and learning opportunities

Qualified candidates should submit their resumes to Rachel Meredith, via email, at Rachel@verusfp.com.