

## Seasonal Tax Preparer

Rowley & Company LLP is a local Northwest Indiana CPA and Consulting firm located in Michigan City, IN. We offer a variety of tax, accounting, assurance, and consulting services to clients throughout Indiana, Illinois, and Michigan.

Our firm is currently searching for part-time Seasonal Tax Preparers, to help with various, client income tax returns. The successful candidates will research, review and gather data, with supporting documentation. They will also help in the reviewing of processed returns for basic quality assurance.

### Qualifications and Skills

- Basic understanding of accounting and taxation
- Prepare tax returns and extensions for 1040's, S-Corporations, partnerships and trusts
- Minimum three (3) years of related experience
- Working with the tax team to identify and resolve client issues
- Effectively communicate verbally and in writing both internally and externally
- Ability to prioritize tasks and work on multiple assignments
- Ability to complete projects timely and accurately
- Strong time management and social skills
- Knowledge and experience with Microsoft (Word, Excel, Outlook) and/or QuickBooks software is a plus
- Knowledge and experience with tax software and technology is a plus
- Flexible schedule, with availability to work additional hours as needed

We are always recruiting new talent and update our online "Careers" page regularly. Visit us at [www.RowleyandCo.com](http://www.RowleyandCo.com) to review our hiring posts and contact Eddie Castellanos, Business Manager, at [ecastellanos@rowleyandco.com](mailto:ecastellanos@rowleyandco.com) or call 219-874-1437 for questions, or to submit your resume.

