



Title: 2021 Busy Season Tax Professional

Opening Date: November 30, 2020

Closing Date: December 10, 2020

Work Schedule: Full Time, Temporary

Job Summary:

Responsible for income tax preparation for individuals and companies. Identifies potential tax credits and liabilities and ensures accurate and complete returns are filed in a timely manner. Completes tax forms in accordance with policies and in compliance with legislation and regulations.

Primary responsibilities:

- Compute taxes owed by following the Federal, State and Municipal tax codes.
- Prepare or assist in preparing simple to complex tax returns for individuals, small businesses and not-for-profit entities.
- Help taxpayers by using their federal, state and local codes and see to it that clients receive the maximum benefit permitted under the law of government.
- Uncover potential deductions and credits.
- Advise against potential tax liabilities.
- Review financial records such as income statements and documentation of expenditures.
- Interview clients to get a thorough picture of financial situation.
- Verify totals on past forms for accuracy.
- Calculate and invoice for form preparation fees.
- Consult tax law handbooks for especially difficult tax returns.
- Resolve customer complaints.
- Recommend additional products and services.
- Prepare tax returns using electronic filing software.
- Ensure a copy of the completed return is provided to the customer.

Position Requirements:

- Minimum 1 year or 1 tax season previous tax experience
- Professional demeanor and excellent communication skills
- Able to work under pressure and meet deadlines
- Must be able to work overtime and weekends as needed through tax season
- Team oriented