

Experienced Tax Preparer – Part-time

A growing CPA firm focusing on individual and small business clients is seeking a qualified tax preparer to join our team.

- Friendly and pleasant work environment
- Expected time commitment is variable, with a minimum commitment of 24 hours and a maximum of 36 hours weekly during tax season and 10-15 hours weekly outside of tax season. Must be able to work Saturdays from February – April.
- Preparer will work at our Laurel, MD office location. This is not a remote work position. Our office adheres to all CDC recommended social distancing and PPP guidelines.

Essential Duties and Responsibilities

- Prepare complete and accurate individual, corporation and partnership tax returns in a well-organized and timely manner
- Prepare annual 1099 and W-2 filings
- Update workflow management software
- Conduct meetings/tax interviews with clients virtually or face to face
- Research tax issues and ensure all applicable federal, state and local tax laws are being followed. Ensure that all policies and procedures for tax compliance have been met
- Follow all internal guidelines, procedures, and directions
- Commit to completing annual tax law update training required by the employer
- Build customer relationships to promote and expand the business

Qualifications, Knowledge and Skill Required:

- Minimum 2 years of recent experience as a tax preparer
- High school diploma or equivalent
- Strong written and oral communication skills
- Strong computer skills and proficient at using office machines (fax, scanner, copier)
- Experience using tax preparation software required, Drake software preferred
- Experience using Microsoft Word, Excel and Outlook
- Ability to learn, understand and apply new information
- Must be well organized, detail oriented, dependable and extremely accurate
- Able to multi-task in a fast-paced environment
- Able to follow guidelines and directions
- Excellent time and attendance commitment
- Good team player, attention to detail, positive attitude, strong work ethic
- Self-starter and able to work independently
- Candidate will be subject to a criminal background check

Please apply with your resume and cover letter. Be sure to include details about your availability, relevant experience, the commercial software that you have used previously, and minimum salary requirements.