

## Full-Time Tax Preparer

Our firm is looking for a detail-oriented Tax Preparer to join our growing team. Confidentiality and excellent organizational skills are crucial qualifications for this position, as well as good client relations and clear communications. Our firm handles individual, small business, estates, and trust tax filings for both Federal and State taxing agencies. The successful candidate will be responsible for assisting with the preparation of various tax returns including direct communication with clients during the preparation process.

Essential duties and responsibilities:

- Communicate with clients during the tax preparation process and prepare various tax returns and supporting documents.
- Receive incoming calls from clients to answer questions or obtain additional information for the preparation of the tax return.
- Meet with clients in person, via telephone, or via virtual meetings to address any questions or concerns.
- Ensure client information confidentiality by following all firmwide procedures regarding the handling of information.
- Grow the firm by understanding client's needs and promoting the firm's services and capabilities.
- Provide exceptional client support.
- Attend continuing professional education courses to remain aware of changes to forms, tax laws and other accounting regulations

Qualification requirements:

- Bachelor's degree (B.S.) in Accounting
- Minimum of one year tax return preparation experience.
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs.
- Extensive experience with data entry, record keeping and computer operations.
- Proficiency in Intuit Lacerte tax software, QuickBooks Desktop and/or Online is a plus.
- Excellent analytical, problem-solving and decision-making skills.
- Attention to detail and client confidentiality, with a high degree of accuracy.
- Ability to read, write and comprehend instructions, correspondence and memos and apply the applicable rules and regulations to the client's specific situations.

Company Benefits:

- Tax free medical insurance premium reimbursement plan
- Company 401K
- Shortened work weeks 6 months of the year

Qualified applicants, please send your resume to [jobs@pescatorecooper.com](mailto:jobs@pescatorecooper.com). We respectfully request no direct phone calls regarding this job posting.