


# Tax Preparer

## Job Description

We are searching for a professional Tax Preparer. This person will be responsible for data entry, and assist with administrative support. Must have good telephone etiquette, customer service skills, and professional appearance. Candidate will be working with confidential and security sensitive information. This is a fast pace office located in the Westchase area. Mandatory 2 years tax preparation experience, minimum Associates degree required. Lacerte tax software or equivalent preferred.

Candidates must pass a drug screen and background check. [Due to the nature of employer's business, company policy requires that candidates having criminal background or convictions will not be considered for employment.]

**\*\*\*Must be able to work Saturday during tax season.\*\*\***

<b>Supervisory Experience Required:</b>	No		
<b>Minimum Pay:</b>	\$300.00 / WK	<b>Maximum Pay:</b>	\$500.00 / WK
<b>Additional Pay Details:</b>	---		
<b>Workweek:</b>	Full Time - 30 hours or more per week	<b>Duration:</b>	Temp OR Temp to Hire
<b>Shift:</b>	Days (First)		
<b>Additional Workweek Details:</b>	---		
<b>Benefits:</b>	---		
 <b>Veterans Only:</b>	No	<b>Recovery Act Job:</b>	No
<b>Federal Contractor:</b>	No	<b>Green Job:</b>	No

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