

# Tax Season Income Tax Preparer

## Qualifications

- We would like someone who is able to prepare mid-level complexity returns.
- You should be comfortable dealing with clients to obtain information and able to produce an accurate return filing with neat and organized backup.
- A knowledge of QuickBooks, CCH Axxess and Canopy software is preferred.
- In the past, we have filled this position with newly retired CPA's looking to work only part of the year.
- PTIN required.

## Job description

MD CPA firm in need of an experienced income tax return preparer for the upcoming tax season.

The position is a full-time position for tax season (mid-February 2024 to mid- April 2024). The hourly rate and tax season bonus will depend on years of experience and performance during this period. This position will be open each year and we are hoping to establish an ongoing employment relationship.

Our firm's primary focus is on individual taxation (using CCH Axxess software) and small business income tax returns (S Corps, C Corps & Partnerships). We would like someone who is able to prepare mid-level complexity returns. You should be comfortable dealing with clients to obtain information and able to produce an accurate return filing with neat and organized backup. Knowledge of QuickBooks software, excel and word are also needed. In the past, we have filled this position with newly retired CPA's looking to work only part of the year.

## Schedule:

- Monday to Friday
- Weekends as needed

Supplemental pay types:

- Bonus opportunities

Job Types: Full-time, Temporary

Salary: \$15.00 - \$30.00 per hour

Work Location: In office or Virtual