

TAX PREPARER and ACCOUNTANT

Please send resume to: Cindy@csbgky.com

Summary: Well established CPA firm, currently has an opening for an Accountant and Tax Preparer experienced in individual and corporate tax preparation. This position will be available immediately. This position will require the candidate to work in a fast paced, team oriented office environment. The ideal candidate for this position will have education and experience in accounting and payroll, as well as tax preparation with excellent organizational skills.

Job Duties pertaining to tax preparation: (May not be all inclusive, other office duties may be required from time to time)

- Train and become well acclimated with Drake Tax Software
- Meet with and interview clients to collect source information to prepare tax returns
- Accurately and completely prepare, review, and organize tax returns for individuals, partnerships, S-Corporations and C-Corporations.
- Process all signature pages from clients (written or digital)
- Collect and document payments from clients
- Assist in creating and keeping an organized flow of documents as will be explained in office procedures.

Job Duties pertaining to Accounting: (May not be all inclusive, other office duties may be required from time to time)

- Ability to accurately compile and reconcile monthly transactions from Bank Accounts, Credit Cards, 3rd party reports such as payroll services , point of sale software and balancing Intercompany Journal Entries in order to generate monthly financial statements.
- Process payrolls and payroll tax returns using QuickBooks Software.
- Accurately process and monitor accounts payable entries and payment issuance.

Required Qualifications:

Multiple years experience in tax preparation, having trained with either a CPA firm or experienced tax professional.

Experience and clear understanding of Accounting functions described above.

Bachelor of Science degree in Accounting

Proficient in Excel

Familiarity with Drake Tax Software a plus but not required.

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