



## FULL JOB DESCRIPTION

**Position:** Seasonal Tax Preparer

**Location:** Aurora, Colorado

**Type:** Part-Time and Full-Time

**Starting Pay:** Competitive pay

**Rapido y Mas Taxes & Insurance** is seeking a **Part-Time and Full-time** Seasonal Tax Preparer to join our team at **RyM Taxes & Insurance**. In this role you will assist individuals and small businesses in preparing accurate tax returns; entry of basic tax returns into a tax preparation software, while having a good understanding of tax credits and deductions. This role is vital in keeping organized files.

### Key Responsibilities:

- Prepare **Federal, State and local tax returns** for individuals using gathered forms from clients.
- Analyze **financial data**, including income statements, balance sheets and other relevant documents to ensure precise tax filings.
- Stay **updated on current tax laws and regulations** to provide compliant advice and maximize deductions for clients.
- **Collaborate with team members** on technical accounting issues.
- **Participate in training sessions** to enhance the the knowledge of public accounting practices, financial analysis skills and bookkeeping techniques.
- Maintain sensitive customer, confidential and/or proprietary business information in a **responsible, reliable and safe manner**.
- **Conduct tax interviews** with clients face-to-face, and thorough phone, video and email.
- Represent **RyM Taxes & Insurance** professionally in all interactions.
- **Assist customers in understanding their financial situations** by explaining complex tax concepts clearly and professionally.
- Communicate effectively with **staff, management, and external contacts** at all levels.
- Follow and uphold **company policies, protocols, and attendance standards** consistently.
- **Maintain organized records** of all clients, documents, correspondence and completed returns.





### Skills & Qualifications:

- Bilingual English-Spanish with fluency in speech, hearing, and writing in both languages.
- Well-organized professionals with a high level of attention to detail.
- Strong ability to **identify and resolve administrative issues proactively**.
- Knowledge in Tax Preparation.
- Ability to **work efficiently in a fast-paced environment** while maintaining composure.
- Must have strong customer service skills.
- **Independent work ethic** with strong teamwork and collaboration skills.
- Excellent **communication, analytical, and organizational skills** with great attention to detail.
- Ability to handle **confidential and sensitive information** with discretion.
- Excellent analysis skills combined with math proficiency.
- Desired qualities: Initiative, transparency, teamwork, respect, and ability to comply with deadlines.

### Education:

- **PTIN is a must.**

### We Offer:

- Competitive Salary/Hourly payment according to the local labor market and experience.
- Training provided by the Firm.
- Incentives and bonuses according to performance during tax season.

**Note:** Applicants should send their resume and a cover letter in English to the email [rapidoymastaxes@gmail.com](mailto:rapidoymastaxes@gmail.com) by November 30th, 2025. Only selected profiles will be contacted for an interview process.

