



Seasonal Tax Preparer

Job Type: Seasonal Full Time

Join our team as a Seasonal Tax Preparer to support the tax department in a growing company. This position is a seasonal full-time position from January to April.

Job Description

- Data entry of client information into tax software, UltraTax
- Track flow of work using internal systems
- Manage client documentation
- Overtime during peak season, if necessary

Basic Qualifications

- Demonstrate high ethical and professional standards; dependability and promptness are very important to us
- Experience with tax software is required (2 years experience preferred, but not required)
- Experience with data-entry of source documents (Form W-2, Form 1099s, and other forms) is required
- Take-charge person who is able to work well independently, but still be a team player
- Ability to juggle multiple projects
- Post high school education preferred

Location

Sun City West, AZ

Submit resume and cover letter to info@bergerfinancial.com