



Seasonal Tax Reviewer

Job Type: Seasonal Full Time

Join our team as a Seasonal Tax Reviewer to support the tax department in a growing company and learn alongside accomplished business leaders in the tax and financial services industry. This position is a seasonal full-time position from January to April.

Job Description

- Reviewing the entry of client information into tax software, UltraTax
- Track flow of work using internal systems
- Manage client documentation
- Coordinate/assist with special tax projects as needed
- 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 and reviewing returns is required (2 plus years' experience)
- Take-charge person who can work well independently, but still be a team player
- Ability to juggle multiple projects
- Post high school education preferred

Location

Sun City West **or** Scottsdale, Arizona

Submit resume and cover letter to info@bergerfinancial.com