

Hawkins CPA Solutions, LLC
Brandywine, MD

Seasonal Tax Preparer
Part-Time
\$25-60/hr. (depending on experience)

We are looking to hire high caliber experienced seasonal tax preparers and reviewers for our high-volume tax filing season. This is a fully remote position, and the ideal candidate will have a proven track record of preparing accurate and timely tax returns for individuals, various types of small businesses, and nonprofit organizations. *Our seasonal positions are for those who wish to primarily work from February to April, although there may be an opportunity for additional hours outside of tax season.* We can accommodate flexible schedules but require at least 25 hours per week during tax season, not to exceed 35 hours per week.

Job responsibilities include the following:

- Prepare federal, state, and local tax returns for individuals and small businesses.
- Ensure compliance with federal, state, and local tax regulations and guidelines.
- Review and verify all tax documents for accuracy and completeness before submission.
- Interview clients to obtain additional information when necessary.
- Verify totals on forms prepared by others to detect errors in arithmetic or procedure.
- Conduct thorough tax research to address complex tax issues and provide guidance on tax planning strategies.
- Identify potential tax credits, deductions, and opportunities to minimize tax liability.
- Maintain confidentiality and security of client information.
- Manage multiple client engagements simultaneously while meeting deadlines.
- Provide excellent customer service and build strong client relationships.
- Communicate effectively with clients to gather necessary information, provide updates, and answer any questions or concerns.

Job requirements include the following:

- 3+ years of public accounting experience preparing individual and/or business income tax returns
- Knowledge of federal, state, and local tax laws and regulations
- Experience with CCH Axcess or ProSystems Tax software
- Experience working in a paperless environment and ability to learn new software packages
- Must be able to commit to a minimum of 25 hours per week during tax season
- Excellent written and verbal communication skills
- Must be extremely detail-oriented, thorough and organized
- Professional image and positive attitude
- Team player that is receptive to constructive feedback
- Must be able to pass a background check

How to Apply:

Interested candidates should email their resume and three professional references to admin@shcpasolutions.com with "Seasonal Tax Preparer" in the subject line.