**Job Title:** Tax Preparer  
**Company:** John A Warekois CPA LLC

**Hours:** 8am – 5pm M-F

**Status:** Full-time/ Part-time/ Flexible Schedule / Internship Available

**Pay Range:** $18 - $20 hour

Well established CPA & Tax Service Firm has immediate opening for experienced, professional. These openings are for year-round employment.

We offer a fast paced progressive, friendly, flexible work environment. Tax preparation should be fun, problem solving, rewarding work. We strive to make it so. We strive to make our clients and staff feel like family. We offer training to help hone your skills. Please feel free to visit our website at <https://oregontaxcpa.com/>

**Tax Preparer**

The ideal candidate should have up to 2 years’ experience in tax compliance and research. Tax experience should include corporate, partnership, and multi-state income tax returns, as well as individual returns. In this position candidates will focus on:

* Preparing individual, business, partnerships, trust, and entity tax returns
* Preparing tax projections and working with clients to identify tax savings
* Staying current on changing tax laws and government programs
* Related experience includes Enrolled Agents, CPA, Staff Accountant, Tax Preparation, Bookkeeper and Payroll.

**Knowledge Abilities and Skills**

* Strong communication and organizational skills
* Ability to manage multiple projects and meet deadlines
* Excellent analytical and time management skills
* Familiarity with Drake tax or similar software preferred
* QuickBooks Online / Desktop
* Ability to work in a team atmosphere

**Education**

* High school or equivalent
* B.S. in Accounting and CPA (Preferred)
* US work authorization

**Knowledge Abilities and Skills for All Positions**

* Excellent customer service skills
* Proficient in MS Office
* Trustworthy with attention to confidentiality
* Outstanding organizational ability with great attention to detail
* Excellent communication skills to interact with clients, vendors, and colleagues
* Excellent understanding of accounting rules and procedures including the Generally Accepted Accounting Principles (GAAP)
* Knowledge and experience of spreadsheets
* Ability to work independently
* Good research and analysis skills
* Stay up to date with current trends.

**Desirable Skills Include**

We are looking for team members who are capable of handling sensitive and confidential information and conduct himself/herself with a professional attitude. Applicant must have the ability to work well, both independently and as part of a team, in a fast-paced environment handling high volume of work while maintaining quality and accuracy.

Our ideal candidate is authentic, diverse, considerate, dependable, ethical. Works in a thoughtful and thorough manner. Members of the accounting department must possess strong computational and analytical skills.

Other necessary qualities include strong organizational skills with the ability to prioritize and manage time well, the ability to communicate effectively, both verbally and in writing, a problem-solving attitude, and the willingness to take initiative and exhibit resourcefulness.

**Benefits – After 90 days**

* Health Insurance
* Retirement Plan With Match
* Paid Time Off

**Other:**

* Professional Development Assistance
* Flexible Hours
* Casual Business Attire
* Incredible Place To Work!
* Office Snacks

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.