**Experienced Licensed Tax Preparer**

John A Warekois CPA LLC

Location: Central Point / Grants Pass OR

**Send Resume to:** jobs@oregontaxcpa.com

**Competitive Wages / Benefits Package**

**Full-time or Part-time**

Schedule: Flexible / Remote

Pay Rate: $19- 25 per Hour

Well established CPA & Tax Service Firm has an immediate opening for an experienced Tax Preparer. 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/>

**Full Job Description**

**Qualifications**

The ideal Licensed Tax Preparer 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.

**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 a plus!
* QuickBooks Online / Desktop
* Ability to work in a team atmosphere

**Education**

* High school or equivalent
* Oregon Licensed Tax Preparer
* B.S. in Accounting (Preferred)
* US work authorization

**Benefits**

We are proud to offer a comprehensive benefits package, paid time off, retirement plan with company match, flexible work schedule and paid credentialing and professional development, team events, and family friendly environment.

We focus on hiring outstanding professionals who are dedicated to assisting the businesses and families we serve, to navigate their financial challenges and life goals.

Contact us NOW, let's get to know each other and start on the 2023 tax year!