

Position: TAX RETURN PREPARER

We would like to hire an experienced individual to be part of our team of professionals dedicated to excellence.

**Experience & Skills:
Required**

- Minimum 4-5 years' experience & strong working knowledge of:
 - Tax return preparation
 - General accounting
 - MS Word, Excel, PowerPoint and Outlook
- Accounting certificate, Associates Degree or BS in accounting required
- CPA or EA

Also helpful

- ProSystem Tax, SurePrep, QuickBooks, Xero, other bookkeeping software
- Willingness to learn and great attitude
- Strong communication skills

Responsibilities:

- Tax return preparation, possibly including client interaction
- Data entry and analysis
- Assistance with compilations, reviews, audits, and other accounting tasks

Personal Attributes:

- Work well in a team environment
- Strong communication and interpersonal skills

We offer:

- Competitive compensation
- Comfortable work environment: relaxed, warm, professional
 - Possibility of working from home some of the time
 - Flexible schedule
- Opportunities for growth
- Professional development and education
- A supportive team environment

For over 79 years, CrawfordEllenbogen has specialized in providing comprehensive, professional services for closely-held businesses, non-profits, families and individuals – clients for whom business is personal, and the *bottom-line* is always *top-of-mind*.

For more information, please visit our website: www.ce-cpa.com

Resume & cover letter may be emailed to admin@ce-cpa.com