

**Position: TAX RETURN PREPARER – FULL-TIME OR PART-TIME**

**BECOME PART OF A CARING & SUPPORTIVE TEAM. WORK WITH SEASONED PROFESSIONALS PROVIDING GREAT SERVICE TO INTERESTING AND DIVERSE CLIENTS. DISCOVER THE THRILL OF WORKING WITH TECHNOLOGY AND NUMBERS TO MAKE A DIFFERENCE IN CLIENTS' LIVES. LEARN NEW SKILLS THAT ARE ALWAYS IN DEMAND.**

**Experience & Skills:**

**Required:**

- Experience & strong working knowledge:
  - Tax return preparation: 1040, 1065, 1120, 1120-S, 1041, 990
  - General accounting
  - MS Word, Excel, Adobe, Outlook
- Self-starter

**Advantageous:**

- Accounting certificate, associate's degree, or BS in accounting
- CPA or EA
- CCH Access Tax, SurePrep
- QuickBooks, QBO, Sage, Xero, other bookkeeping software

**Responsibilities:**

- Tax return preparation, possible client interaction
- Other possible projects may include:
  - Assistance with compilations & reviews
  - Bookkeeping & accounting tasks
  - Tax Research

**Personal Attributes:**

- Team player
- Strong communication and interpersonal skills

**We offer:**

- Electronic, paperless, multi-monitor technology
- Competitive compensation & benefits
- Free parking
- Relaxed, warm, professional work environment
  - Flexible schedule
  - Hybrid schedule
- Opportunities for a career path & growth
- Professional development and education
- Supportive team environment

*Since 1941, 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](http://www.ce-cpa.com)**

**To apply, simply email your resume along with a cover letter to [admin@ce-cpa.com](mailto:admin@ce-cpa.com)**