

Kollath|CPA

Post Date: November 3, 2020

Position: Seasonal Tax Preparer
Hiring Office Location: Madison, WI
6200 Mineral Point Rd., Ste. 100
Position Type: Seasonal

Local Madison accounting firm has opportunity for 2021 Seasonal Tax Preparers!

Seasonal professional staff play a critical role in serving our clients while being part of a growing, dynamic team. This is an opportunity to leverage tax preparation expertise during the firm's traditional "busy season" of January through mid-April while also gaining valuable experience. YOU MUST BE IN MADISON, WI area.

As a Seasonal Tax Preparer, you will:

- Prepare accurate and timely Federal and state individual and business tax returns.
- Interview/Communicate with client to obtain additional information on taxable income and deductible expenses and allowances.
- Follow up with client on missing documents and information

Work Schedule:

January/February through April 2021, 40-50 hours weekly including Saturdays.

Hourly Wage:

Commensurate with experience and skill.

Qualified candidates will have:

- A minimum of Five years progressive experience in Federal and state individual tax preparation required.
- Prior Federal and state business tax return preparation experience preferred.
- Experience with Corporate, LLC and Individual tax prep preferred.
- UltraTax experience preferred
- Effective and thorough problem-solving skills.
- Ability to think and work independently.
- High attention to detail and ability to produce accurate, error free work.
- Proficient and accurate computer keyboarding skills.
- Proficient using computer software, especially Microsoft Outlook, Excel, and Word.

Qualified candidates can send resume to: kpulvermacher@sustainablehr.net

Brookfield:
675 N Brookfield Road, Ste. 201
Brookfield, WI 53045
Phone: 414-751-6847
Fax: 866-486-4261

Madison:
6200 Mineral Point Road., Ste. 100
Madison, WI 53705
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421 Water Street, Ste. 111
Prairie du Sac, WI 53578
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