

# C & V Income Tax Services

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## Senior Income Tax Preparer

### Description

#### Job Summary

We are thrilled to be on the search for an energetic individual ready to tackle a multi faceted role in a fast paced income tax firm! Our ideal candidate has a positive attitude, can easily work independently as well as a part of our epic team and is eager to join a team of amazing professionals!

At C & V Income Tax Services we care! We care about each other; we care about our clients; we care about the product that we produce and the service that we provide; we care about the industry as a whole and we care about the community that we live and serve in. Our team of professionals are passionate about what we do and we love the people we are fortunate to work with and serve on a daily basis. Our enthusiasm for what we do is contagious!

### Responsibilities

#### What you'll be doing:

A typical day will usually include any of the following: preparing income tax returns for individuals, unincorporated businesses, estate and trust returns as well as HST returns, bookkeeping, payroll, client interactions including inquiries in person and via email, receiving payments, reviewing completed tax returns and presenting income tax results to our amazing clients, document management, responding to CRA inquiries, and assisting other team members.

Our office completes personal tax returns, non-corporate self employed business and HST returns, rental properties as well as estate and trust returns. We also provide some bookkeeping and payroll services.

### Qualifications

#### What you'll need to succeed:

- Minimum 3 years practical experience preparing tax returns
- Minimum 3 years of bookkeeping experience
- Outstanding written and verbal communication skills
- Keen attention to detail
- Excellent Time Management Skills
- Experience using Profile & Quickbooks
- Flexibility to work rotating shifts
- Ability to Prioritize, Multi-Task and Problem solve
- Customer service experience
- A can-do positive attitude and a willingness to learn

### Job Benefits

#### What you can expect in return:

- Amazing supportive co-workers
- Extensive training program
- Competitive wages
- 4% vacation pay
- Overtime pay

### Hiring organization

C&V Income Tax Services

### Industry

Tax Preparation

### Job Location

630 Southdale Rd E, N6E 1A7,  
London, ON, Canada

### Base Salary

\$ 23 / hour - \$ 26 / hour + 4%

### Date posted

September 15, 2020

- Fridays off in the summer and fall

## **Contacts**

### **Sounds great, doesn't it? So what's next?**

Click the button to apply online. Or forward your resume and cover letter to our office via the following email [info@cvtax.ca](mailto:info@cvtax.ca). Only candidates selected for an interview will be contacted. We are an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected factors.