

C & V Income Tax Services

<https://www.cvtax.ca/job/tax-preparer/>

Tax Preparer

Description

Job Summary

Energetic individual wanted for a multi faceted role in a fast paced income tax firm. We are currently offering a seasonal contract. We are an award winning family run company with deep community involvement and social responsibility. We make a difference one tax return at time!

We are looking to add to our diversely talented team. Our ideal candidate has a positive attitude and can easily work independently, as well as a part of our epic team! Our enthusiasm for what we do is contagious!

Job Type / Category

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 bookkeeping and payroll services. We work various shifts with full time hours available to eager candidates.

Responsibilities

What you'll be doing:

A typical day may include any of the following: tax preparation, document control, client interactions including inquiries in person and via email, receiving payments, reviewing completed tax returns and presenting income tax results to our amazing clients.

Qualifications

Required Education, Skills and Qualifications

What we require:

- Minimum 3 years experience working as a tax preparer or in a similar role
- Experience using Profile software
- Experience using Quickbooks software
- Experience using Google Suite (Email, Docs, Sheets)
- Flexibility to work rotating shifts

What you'll need to succeed:

- Outstanding written and verbal communication skills
- Keen attention to detail
- Excellent Time Management Skills
- Ability to Prioritize, Multi-Task and Problem solve
- Practical experience in completing tax returns
- Bookkeeping experience is an asset
- Customer Service experience is an asset

Hiring organization

C&V Income Tax Services

Employment Type

Contract

Industry

Tax Preparation

Job Location

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

Base Salary

\$ 17 / hour - \$ 22 / hour

Date posted

January 21, 2019