

## Experienced Tax Preparer

Local financial services firm in Westbrook, CT is in search of a Registered (with the IRS) Tax Return Preparer to prepare returns for our clients. Our office will provide administrative support. Office hours are 9AM to 5PM, Monday through Friday. Seasonal with expected start date of February 6, 2017.

- Prepares individual federal and state tax returns
- Provides clients with sufficient information and advice to ensure tax filing completion
- Provides strong attention to detail
- Communicate with clients and provide current and future tax planning information as needed
- Researches tax related questions and issues, and responds to clients within a timely manner
- Resolve client complaints or asks supervisor for resolution
- Can work closely with the staff to handle many demands during tax and off tax season.
- Confirms all tax return forms for accuracy and completeness.

Candidate must have a minimum of 3 years experience with individual and business taxation in a high-volume environment, a current PTIN, and completed CE requirements (15 hours). Please email resume to:

[tmar@scrantonfinancialgroup.com](mailto:tmar@scrantonfinancialgroup.com).