

Seasonal Tax Preparer

Our ideal candidate comes with a positive attitude, an open mind and a willingness to learn and adapt to change, excellent computer and communication skills, high attention to detail, outstanding customer service skills and the ability to work well under pressure and in a team environment.

Responsibilities:

- Data entry into our tax preparation system
- Scanning and general office duties related to income tax return preparation
- Preparation of basic personal tax returns
- General bookkeeping and other miscellaneous accounting duties as required

Qualifications:

- Proficient in MS Office
- Flexibility to work extended hours
- Experience with tax preparation software and preparing returns is a bonus, but not required

Work-term:

- February to April 2022; an extension to June 30th is available at 37.5 hours per week if the candidate is interested and available
- 37.5 hours per week plus overtime (approximately 10 – 15 hours/week in March; 15 – 20 hours/week in April)

Compensation:

- Salary based on experience, plus paid overtime at time and a half

We provide on the job training and the seasonal tax preparer will have access to taking the Knowledge Bureau course and Newbies to Ninjas course to advance their tax knowledge and preparation skills.

This position is seasonal, full-time with the opportunity for future hiring positions.

To learn more about this opportunity please send your resume as either a Word or PDF document to janine@sidneyaccountants.ca. Due to the high volume of resumes received, only qualified candidates will be contacted. Thank you.