

Seasonal Tax Preparer

at Strategis CPAs & Consultants, PA
Lutz, FL

As a **Seasonal Tax Preparer**, you will play an essential role in shaping both our staff and client experience. We are seeking an experienced tax preparer to prepare and review business and individual income tax returns. This position is seasonal (February to April) with the option to work part-time throughout the balance of the year based on availability and workload. This position requires the individual to work in our office unless we are required by law to work remotely.

SALARY:

\$30-\$65/hour, commensurate with experience.

WHO WE ARE:

Strategis CPAs is a modern advisory firm, providing automated bookkeeping, tax and advisory services for trustees and professional service businesses and their owners. We use a client-centered team approach. Each member is a specialist in their area but cross trains to step in when the situation requires it. We always look for new ways to utilize technology to save our clients and ourselves time and money. While our size allows us to be nimble and constantly evolving, we also know how to have fun – from chair-massage Tuesdays to a spontaneous wine break (or three) during tax season.

WHAT YOU WILL DO:

- Prepare complex Individual Tax Returns (Form 1040)
- Prepare complex Business Tax Returns (Forms 1120S, 1065 and limited 1120)
- Review both Individual Tax Returns and Business Tax Returns
- Support Client Service Managers
- Tax research using PPC and RIA Checkpoint

QUALIFICATIONS & SKILLS:

- Bachelor and/or master's degree in Accounting
- 5-7 years of relevant work experience
- High personal integrity
- Motivated, creative and innovative
- Ability to provide outstanding client service and treat individuals with respect
- Experience handling projects that require a high attention to detail and ability to follow checklists
- Self-starter with a positive and friendly attitude
- Ability to handle confidential materials discreetly
- Ability to multi-task and effectively manage project deadlines
- Strong independent and team-based problem solving and organization skills
- Strong communication skills
- Comfortable working in a paperless environment
- Proficient with Office 365 (Excel, Word, OneNote, Teams) and Zoom
- Experience with Thompson Reuters Products (UltraTax) preferred

BENEFITS:

- Flex hours

Disclaimer:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Strategis CPAs & Consultants, PA is an equal employment opportunity employer and does not discriminate against any applicant because of race, creed, color, age, national origin, ancestry, religion, gender, sexual orientation, disability, genetic information, veteran status, military status, application for military service or any other class protected by state or federal law. Qualified Applicants must be legally authorized for employment in the United States. Qualified Applicants will not require employer-sponsored work authorization now or in the future for employment in the United States.