

## **Accounting and Tax Preparer – Part-time**

### **Who we are:**

*We are a tech-savvy, remote-work-friendly, modern firm looking for power performers to enhance our healthy culture. At Albert J. Bartlinski & Associates, LLC we strive every day to be better by providing clients with proactive support that makes the most significant impact possible on their professional and personal lives.*

Are you a power performer? Do you like being a team player while also working independently? Can you communicate on multiple platforms—in-person, via email, video conferencing—simultaneously with clients and coworkers? Read on to see if we're a good fit for each other.

### **What we'll like about you:**

- Becomes a key member of our accounting and tax services team.
- Supports small business clients.
- Experience in individual and business tax preparation.
- Experience with Ultra Tax a plus.
- Experience with Microsoft Office (specifically Outlook, Word, Excel and PowerPoint).
- Ability to learn and implement new technology.
- Excellent problem-solving skills.
- At least 3 tax seasons of experience.
- Experience with QuickBooks Desktop and QuickBooks Online.

### **What you'll be doing:**

- Communicating with clients.
- Self-managing multiple projects.
- Delivering accurate and timely financial and tax information to clients.

### **What success looks like in this role:**

- Ability to work independently.
- Ability to complete tasks in a timely manner to the satisfaction of the client and firm management.
- Ability to work with clients and co-workers.

### **What's in it for you:**

- Remote work.
- Flexible work schedule.

### **What's next?**

Are you intrigued by this opportunity? Email your resume to [al@albartlinski.com](mailto:al@albartlinski.com). We'll send you an email to set up our first interview if selected for the interview process. If not, we wish you luck in finding your new adventure.

---