



JOB TITLE: INCOME TAX PREPARER

LOCATION: STRATFORD, CT

HOURS: WEEKDAYS AND WEEKENDS; HOURS TBD

REPORTS TO: BUSINESS OWNER

JOB SUMMARY:

Barnum Tax is a leading Income Tax Preparation Firm located in Stratford, CT. We specialize in Personal and Small Business Income Tax Preparation and Payroll Services.

As an Experienced Tax Preparer, you will be tasked to prepare Income Tax Returns for Personal and Small Business Tax Clients. Preparer identifies potential tax credits and liabilities and ensures accurate and complete returns are filed in a timely manner. Preparer completes tax forms in accordance with policies and in compliance with legislation and regulations. Compute taxes owed by following tax code. Advises against potential tax liabilities. Ensures clients do not pay unnecessary taxes. Reviews financial records such as income statements and documentation of expenditures. Verifies totals on past forms for accuracy. Recommends additional products and services. Preparers will also be responsible for office tasks such as follow-ups with client calls. All taxes prepared with electronic filing software.

REQUIREMENTS:

Associates Degree with at least 3 years of Income Tax Preparation. Registered PTIN. Tax Certifications preferred.

COMPENSATION:

Based on experience.

FOR MORE INFORMATION CONTACT:



INFO@BARNUMTAX.COM

203-900-4413