

Job Title: Tax Preparer
Primary Location: Evergreen, CO
Reporting Manager/Supervisor: Kelly Haley, Tax Manager



Position Overview:

Robert & Associates' *Tax Preparer* role includes identifying opportunities to increase tax preparation efficiency and collaborating with our team to provide the highest quality tax returns to individual and business clients with which we are engaged.

To be successful as a *Tax Preparer*, you should be able to manage multiple projects efficiently, examine financial records accurately, and ensure a client is tax-compliant; an outstanding associate will be able to identify opportunities to grow the Robert & Associate's existing client base.

Responsibilities:

- Accurately prepare tax returns, schedules, payments, and reports
- Accurately maintain electronic records of services provided and any concerns or deficiencies that arise
- Consistently practice accounting strategies which ensure tax and financial compliance for all clients

Required Experience & Skills:

- Experience preparing individual and/or business tax returns
- Clear understanding of accounting rules and procedures
- Ability and willingness to use electronic applications including microsoft suite, e-mail, and digital file storage
- Strong work ethic
- Dedication to helping the firm succeed during tax season
- Ability to work to a strict deadline under pressure
- Attention to client and firm priorities as they evolve
- Ability and willingness to build and maintain relationships with clients & colleagues

Preferred Experience & Skills:

- Degree: Bachelors in Business or Accounting
- Ability and willingness to provide guidance or feedback to peers regarding tax preparation practices and procedures when requested
- Experience with Lacerte, QuickBooks (online and desktop versions), Excel, and other common business applications

Scheduling and Benefits:

- This is an *at will* position
- This position has a starting rate of \$25; pay is dependent on experience
- This role cannot be performed remotely
- This is a seasonal position expected to end April 30, 2024
- Overtime may be required
- This position requires availability Monday through Friday, from 8am to 5pm
- This role requires professional attire
- Sick days will be paid in accordance with Colorado State law