

Tax Accountant Co-op/ Seasonal Hire Position

This position is temporary from Mid-January through Mid-April.

Position Description:

We are seeking a tax accountant co-op or a seasonal employee. This individual should have the ability to input client data using Lacerte tax software while complying with taxation requirements in preparing individual tax returns and maintaining well documented work papers.

Duties:

- * Prepares work to be processed by gathering, sorting, and organizing data and documents
- * Prepares federal, state, local tax returns by assembling and analyzing financial information; completing forms using Lacerte tax software
- * Prepares well documented notes on work papers
- * Prepares clear and concise emails requesting additional documentation necessary to finalize the return
- * Protects operations by keeping information confidential
- * Contributes to tax team results by welcoming new and different work requirements; exploring new opportunities to add value to the organization

Ideal Skills/Qualifications:

- * A Junior or Senior in college
- * Minimum of 9 hours of accounting courses
- * GPA in Accounting courses of a 3.0
- * Previous individual return tax preparation experience
- * Lacerte tax software experience

Hourly wage: Dependent upon experience

NOTE: The interview process will require the preparation of an individual tax return to assess the applicant's skill level.

To Apply:

Send cover letter and resume via e-mail to HR@Zimmerman-cpa.com
No phone calls will be accepted.