

## **Experienced Seasonal Tax Accountant**

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

### **Position Description:**

We are seeking a seasonal tax accountant. 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; establishing priorities.
- \* Prepares federal, state, local tax documents by assembling and analyzing financial information; completing forms using Lacerte tax software.
- \* Maintains compliance with tax regulations by researching current regulations; referring difficult interpretations to supervisor.
- \* 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; assist others with related tasks as needed

### **Ideal Skills/Qualifications:**

- \* Minimum of 2 years of individual return tax preparation experience
- \* Lacerte tax software experience

**Hourly wage:** Dependent upon experience with a bonus to be paid if employee remains until the end of the agreed upon employment period

**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](mailto:HR@Zimmerman-cpa.com)  
No phone calls will be accepted.