



Income Tax Specialist

Growing Local CPA Firm has an immediate need for a Tax Return Preparer to work with our Toledo Area Tax Team to process personal federal, state & local Individual Income Tax Returns for our clients.

Our Income Tax Specialist Maumee/Toledo area will be responsible for the preparation, planning and projection of personal income tax returns for clients in Northwest Ohio and Southeast Michigan. The job responsibilities include:

- Accurately compute and process personal federal, state & local income tax returns.
- Manage client tax records and safeguard sensitive client data.
- Communicate directly with each Client on a professional level to ensure coordination and accuracy of all tax information, including client changes, new tax law implementation, tax compliance analysis, sufficient & timely tax filing & payment strategies, and notice response processing and follow-up.
- Effectively operate Thompson Reuter's Creative Solutions Professional Suite software.
- Prepares federal, state and local tax returns as required.
- Possess the integrity needed for tax return processing and client payment or refund assistance.
- Work closely with firm management to maintain internal controls to ensure the safeguard and integrity of the client personal & tax information.
- Maintains strict confidentiality of data.
- Full-time hours plus overtime hours and extensive training during the tax season.

To apply please send your resume to Resumes@toledocpa.com

Any questions please contact Betsy Urbanski at 419-866-6000 ext. 115

Betsy Urbanski

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