

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 will be responsible for the preparation, planning and projection of personal income tax returns for clients within our Toledo Ohio office. 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

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