**SEASONAL TAX PREPARER**

Alario & Associates, CPA PC is a reputable mid-sized CPA firm in the North Central Mass area with offices in Leominster and Worcester, Massachusetts. We are a full-service paperless accounting firm that provides tax, audit, accounting, and business advisory services to clients from various states. Due to our continuing expansion and growth, we are seeking experienced Seasonal Tax Preparers to join our team and assist with personal tax returns.

**SUMMARY OF RESPONSIBILITIES**

In this role, you will be responsible for preparing personal tax returns for our diverse client base. You will communicate with clients to gather necessary information and clarify tax-related issues. This is a temporary position with flexible hours, available Monday through Saturday.

**JOB QUALIFICATIONS**

* 2-4 years of recent experience in preparation of tax returns, with a heavy focus on individual tax preparation
* Bachelor’s degree in accounting preferred, but not required
* Strong organizational and interpersonal skills, as well as excellent verbal and written communication skills
* Tasks assigned are to be performed with a high degree of accuracy and attention to detail
* Demonstrate professionalism and positive outlook
* Strong understanding of federal and state tax laws and regulations.
* Ability to multi-task and work in a fast-paced environment, while managing priorities to meet deadline
* Experience in CCH Axcess Tax and related programs is preferred
* Requires skills with MS Word, Excel, Outlook and other common office tools

This is a seasonal position with flexible hours, Monday through Saturday. Compensation based upon experience and qualification. This position could become a permanent seasonal position. Alario & Associates, CPA, PC is small enough that you will have direct contact with clients and provide them with a wide variety of tax, accounting and advisory services.