



Post Date: August 26, 2019

Position: Tax Preparer
Hiring Office Location: Middleton, WI
2501 Parmenter St., Suite 100B, Middleton, WI
Position Type: Seasonal (February 1 – April 15)

Kollath CPA accounting firm has opportunity for 2020 Seasonal Tax Preparers!

Seasonal professional staff play a critical role in serving our clients while being part of a growing, dynamic team. This is an opportunity to leverage tax preparation expertise during the firm's traditional "busy season" of February through mid-April while also gaining valuable experience.

Kollath CPA, a growing Wisconsin based CPA firm, has a great opportunity for Seasonal Tax Preparers in our Middleton office. As an innovative firm, we provide proactive approach with our clients providing them guidance with their accounting and tax needs.

As a Seasonal Tax Preparer, you will:

- Prepare accurate and timely Federal and state individual and business tax returns.
- Interview/Communicate with client to obtain additional information on taxable income and deductible expenses and allowances.
- Follow up with client on missing documents and information

Work Schedule: January through April 2020, 40-50 hours weekly including some Saturdays.

Hourly Wage: Commensurate with experience and skill.

Qualified candidates will have:

- A minimum of two years progressive experience in Federal and state individual tax preparation required.
- Prior Federal and state business tax return preparation experience preferred.
- Effective and thorough problem-solving skills.
- Ability to think and work independently.
- High attention to detail and ability to produce accurate, error free work.
- Proficient and accurate computer keyboarding skills.
- Proficient using computer software, especially Microsoft Outlook, Excel, and Word.

Qualified candidates can send resume to: kpulvermacher@sustainablehr.net

Brookfield:
295 Regency Ct., Ste. 104
Brookfield, WI 53045
Phone: 414-751-6847
Fax: 866-486-4261

Middleton:
2501 Parmenter Street, Ste. 100B
Middleton, WI 53562
Phone: 608-824-3002
Fax: 866-486-4261

Prairie du Sac:
421 Water Street, Ste. 111
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