C & V Income Tax Services

https://cvtax.ca/job/2022-tax-preparer/

Tax Preparer

Hiring organization
CV Income Tax Services

Industry
Tax Preparer

Job Location
London ON (On Site)

Base Salary
$ 22.36 per hour - $ 28.08 per hour
+ Overtime Pay

Date posted
September 26, 2024

Description
Job Summary

Energetic individual wanted for a multi faceted role in a fast paced income tax firm in London, Ontario. We are currently offering a seasonal contract that has the potential of leading to a year round position based on performance. We are an award winning family run company with deep community involvement and social responsibility. We make a difference one tax return at time!

We are looking to add to our diversely talented team. Our ideal candidate has a positive attitude and can easily work independently, as well as a part of our epic team! Our enthusiasm for what we do is contagious!

Job Type / Category

Our office completes personal tax returns, non-corporate self employed business and HST returns, rental properties as well as estate and trust returns. We also provide bookkeeping and payroll services. We work various shifts with full time or part time hours available to eager candidates.

Responsibilities
What you'll be doing:

A typical day may include any of the following: tax preparation, document control, client interactions including inquiries in person and via email, reviewing completed tax returns and presenting income tax results to our amazing clients.

Qualifications
Required Education, Skills and Qualifications

What we require:

- Minimum 3 years experience working as a tax preparer or in a similar role
- Experience using TaxCycle software is a benefit
- Experience using Google Suite (Email, Docs, Sheets)
- Flexibility to work rotating shifts

What you'll need to succeed:

- Outstanding written and verbal communication skills
- Keen attention to detail
- Excellent Time Management Skills
- Ability to Prioritize, Multi-Task and Problem solve
- Practical experience in completing tax returns
- Customer Service experience is an asset

Contract length: 4 months with possibility of year round position

Expected Start Date: 2024-01-20

Job Types: Full-time, Part-time, Contract

Salary: $21.32 – $27.04 per hour based on experience. (overtime available at $33.54 – $42.12 per hour)

Job Benefits
Schedule:

- Day shifts
- Evening shifts
- Weekends
- Overtime available but not mandatory.

Contacts
C & V Income Tax Services is proud to provide this unique career opportunity that provides continuous learning, opportunity for growth, and a competitive compensation package within an environment that is committed to inclusion and respects diversity.

We are an equal opportunity employer. We welcome people of any age, culture, subculture, gender identity or expression, sexual orientation, nationality, ethnicity, race, size, mental or physical status, veteran status, religion, language, political opinion, working-style preference, family status, education, and socio-economic status. The C & V Income Tax Services core values of Integrity and Mutual Respect welcomes everyone, at work and in the community.

Accommodation for Applicants with disabilities will be made during the recruitment process when requested. We are committed to providing a positive candidate experience and ensuring timely updates are provided to all candidates.