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Job Title: Tax Preparer (openings beginning September 1, 2019)

Business/Location: Bethany K. Huffman, CPA
8370 U.S. Hwy 51 N, Suite 112
Millington, TN 38053

Requirements:

- Associates Degree in Accounting or Business Related field or 5 years full-charge bookkeeping experience
- Basic Knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, tax preparation coursework or related experience

Responsibilities include but are not limited to:

- Answering telephone in courteous, professional business manner and taking phone accurate phone messages as needed
- Organization of client files, records and data in order to prepare tax return
- Ability to use tax software to input basic income tax data in a return
- Set-up of new client in tax software
- Preparation of checklists of incomplete data or questions requiring answers to complete returns
- Printing of completed tax returns and organization of data for client appointments
- Completion of basic Excel spreadsheets to support client projects
- Organization of calendar, tasks and open items utilizing Outlook software
- Ability to multi-task in a fast paced office environment
- Other miscellaneous office related tasks as assigned

Training for any tasks above to be provided on the job during internship period

Contact Information: Bethany K. Huffman, CPA (901) 872-6830

Can apply at: Resumes can be dropped off in person or e-mailed to bethany@huffmancpa.com

Bethany K. Huffman, CPA
8370 U.S. Hwy 51 N, Suite 112
Millington, TN 38053

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.