

A full-service Tax and Accounting practice needs an Enrolled Agent or CPA. In eight years we've helped almost 1,000 clients find a permanent solution to their Federal and State tax problems. We also have a fast growing monthly accounting practice.

Your responsibilities will include

- Monthly bookkeeping. We use Quickbooks desktop and Quickbooks online
- Prepare monthly financial statements
- Conduct tax planning for our accounting clients.
- Interview clients and prepare prior year and current year tax returns. Many times we have to prepare 4 or 5 years of past tax returns. We use Pro Series and Tax Act software.
- Contact and discuss cases with the IRS as needed.

Hours of work are 8:00 AM to 5:00 PM, Monday through Friday except during tax season when longer hours may be required. This is a permanent position. We are located in Elm Grove, WI.

Desired qualifications:

At least 2 years' experience preparing

- Form 1040, Schedules A, B, C, D,E, SE and depreciation schedules
- Forms 1120-S and 1065 and all related schedules

At least 2 years' experience using Quickbooks desktop and Quickbooks on-line

Be ready to work in a professional environment. Not only will you have customer contact, you will also be speaking with IRS and State tax agents. The preferred candidate must be accurate, assertive, efficient and well-organized; Candidates who are solutions-oriented and great multi-taskers are ideal--can think on their own.

Salary depends on experience and qualifications. 401K and profit sharing are available.

Please contact:

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