

Williams-Keepers LLC (WK) seeks candidates for Experienced Part-Time Tax Preparer positions in its Columbia and Jefferson City offices. These are hourly, temporary positions, and the period of employment is typically mid-January through mid-April.

Additional part-time work throughout the balance of the year might be arranged, pending performance and the availability of work.

Applicants should specify a preference for the Columbia or Jefferson City office.

Reports to

Tax Partners and Managers

Essential Functions

Experienced Full-Time Tax Preparer will be responsible for all assignments made by their supervisors.

Depending on a candidate's experience, tasks might include:

- preparing individual, corporate, partnership and various other tax returns for clients, under close supervision of a Partner, Manager, Supervisor or Senior;
- applying accounting principles and technical tax procedures to tax and accounting assignments;
- recognizing and resolving issues relative to work assignments;
- preparing clear and concise work papers with definitive conclusions;
- researching tax problems and documenting conclusions;
- developing solid foundation of tax preparation techniques; and
- completing other tasks as assigned by their supervisor.

Performance Expectations

Seasonal Tax Preparers are expected to:

- maintain client and firm confidentiality;

- follow regulations and professional ethics of the American Institute of Certified Public Accountants (AICPA) and Missouri Society of Certified Public Accountants (MOCPA);
- demonstrate the ability to formulate alternatives when unable to solve problems;
- effectively apply information technology tools in assigned areas;
- display efficient work habits – work must be accurate, organized and prompt;
- work in a fast-paced manner on routine jobs where prior patterns are well-established;
- effectively balance numerous tasks and projects;
- develop positive working relationships with clients, members and other associates;
- exhibit effective communication and listening skills;
- behave professionally and foster an environment of team work; and
- comply with firm practice management procedures and systems, as outlined in the associate handbook.

Professional Development

Experienced Part-Time Tax Preparers are expected to develop professionally by:

- participating in continuing professional education; and
- accepting additional responsibility as assigned.

Experiential & Educational Requirements

Successful candidates will possess three to five years' experience with preparation of individual and business tax returns. Preference will be given to candidates who possess a minimum of a bachelor's degree in accounting and/or a current CPA license. Pending the satisfactory completion of performance expectations, successful candidates may be asked to return for future tax seasons.

Working Conditions

Minimal safety hazards, general office conditions.

Other Considerations

Final candidates will undergo a drug screening, state and federal criminal background check and employment credit check prior to employment.

Application Process

Applicants should submit a cover letter and resume to resumes@williamskeepers.com, specifying a preference for WK's Columbia or Jefferson City office.

No phone calls, please.

This job description is provided for informational purposes only and is subject to revision by management when client needs and/or other conditions change.

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