

Tax Preparer ~ Full-Time ~ Beatrice, NE

Schulz & Associates, P.C. is seeking an experienced tax preparer to join our dynamic and growing firm. We are intent on providing quality professional accounting and tax services in Beatrice, Fairbury and surrounding areas. We offer employees an environment of excellence that encourages professional growth and career development. We also value life outside the firm and will support you in finding your right work/life balance. If you desire a career in public accounting with a team of professionals who value integrity – we want to meet you!

Requirements include:

- Experience with Tax Preparation Software
- Strong Computer Skills & Basic Understanding of Microsoft Office Products
- Proficient 10 Key Skills
- Ability to Complete Projects Accurately and On-Time
- Exhibit Strong Communication & Organizational Skills
- Capacity to Develop and Maintain Strong Relationships with Clients through Ongoing Communication including Face-to-Face Consultations
- Excellent Problem-Solving Skills
- Demonstrate a Drive to Succeed in a Successful, Growth-Oriented Firm
- Possess Strong Leadership Skills
- Detail-Oriented
- Team-Oriented

Responsibilities include but not limited to:

- Familiarity with basic accounting and auditing concepts, as well as basic tax knowledge
- Preparation of individual, corporate, partnerships, estate, and trust tax returns
- Tax planning including research and analysis of complex issues
- Review of other individuals' work

Schulz & Associates offers an excellent compensation and benefits package based on qualifications and experience.

Apply today by sending your resume to 106 Eastside Blvd, Beatrice, NE 68310 or by visiting our website at schulzcpas.com under the Join Our Team page.