

Tax Preparer

You will act as a tax preparer for individuals, self-employed and businesses across Canada. We are committed to the development of our employees and offer training in the accounting and taxation field to become or increase your skill as a tax preparer. This position is entirely telework from your home. Bonuses offered based on performance.

Tasks

- Verify documents and information provided to the file;
- Enter data into the tax-filing software;
- Identify all client entitlements to certain tax credits and deductions;
- Act as an advisor to the client during the information-gathering process;
- Inform and answer clients' questions on taxation;
- Contact clients, when necessary, to complete his file;
- Contacting clients, when necessary, to complete his file;
- Submitting the file to the audit manager for approval; and
- Any other duties related to this field.

Prerequisites

- High school diploma;
- Excellent time management skills and ability to prioritize work;
- Excellent written and verbal communication skills;
- Highly independent and resourceful; and
- Very good knowledge of the Microsoft suite (Outlook, Word, Excel, Teams, etc.).

Asset

- Previous experience with TaxCycle software;
- DEP or DEC in accounting field or equivalent experience;
- Training in taxation;
- Experience in personal or self-employed tax preparation; and
- Bilingual (French and English).

Salary

- Between \$21.50 and \$25.69 per hour depending on experience. Several level for each type of job;
- Bonuses offered for performance; and
- Bilingual bonuses (French and English).