Job Description: Tax Return Preparation Specialists (2 positions)

Company: [ KAAT INC ]

Location: NEW YORK CHINATOWN

Position Summary: We are seeking two Tax Return Preparation Specialists to join our accounting firm. As a specialist, you will be responsible for preparing tax returns for individuals and businesses while ensuring compliance with tax laws. The hourly rate for this position is $17-$30. We offer a comprehensive benefits package including 401k, health insurance, holiday pay, vacation pay, sick pay, bonus, and overtime pay. No experience is required as we provide training, but an associate degree or relevant experience is preferred. Fluency in Mandarin is required for effective communication with clients.

Responsibilities:

- Prepare accurate and timely tax returns for clients.
- Collect and organize financial information from clients.
- Analyze financial data to identify potential deductions, credits, and liabilities.
- Utilize tax preparation software for data entry and calculations.
- Review completed tax returns for accuracy and resolve any errors.
- Communicate with clients to address tax-related inquiries.
- Stay updated on changes in tax laws and regulations.
- Collaborate with team members to provide exceptional service to clients.

Qualifications:

- Associate degree in accounting or relevant experience preferred.
- No experience required; training will be provided.
- Fluency in Mandarin is essential for effective communication with clients.
- Familiarity with tax laws and regulations is a plus.
- Proficiency in using tax preparation software is advantageous.
- Strong attention to detail and problem-solving skills.
- Excellent communication and organizational abilities.
- Ability to work independently and as part of a team.

Benefits:

- Comprehensive benefits package including 401k, health insurance, holiday pay, vacation pay, sick pay,
- Bonus and overtime pay.
To apply, please send your resume to [nycoffice88@gmail.com].

Application Deadline: n/a  Starting Date: [Immediate]

We are an equal-opportunity employer.