**Essential Duties and Responsibilities the Tax Preparer**   
  
• Preparation (and possibly assists in others in preparation) of income tax return forms for businesses and individuals.   
• Reviews various financial records like income statements, receipts of expenditures and previous tax returns to determine a strategy for preparing current returns.   
• Interviews clients to get information on deductible expenses, allowances and taxable income.

• Uses tax form instructions and tax tables to make proper entries on the tax forms.

and compute the amount of taxes an individual or business owes.   
• Consults tax resources and law books to obtain assistance with atypical returns.   
• Verifies forms that individuals prepared themselves to check for errors or miscalculations.   
• Takes continuing education courses to stay up-to-date on changes in federal and state tax codes.

• Other duties as assigned.

**Required Knowledge, Skills and Abilities**   
  
• Displays exceptional mathematical skills and pays close attention to detail.   
• Possesses excellent reading comprehension skills as well as superior problem-solving abilities.   
• Has knowledge of tax law, legal codes, precedents, government regulations and Internal Revenue Service rules.   
• Shows strong written and verbal communication skills and excellent organizational skills.   
• Displays good office management skills like typing, filing and sorting data.   
• Demonstrates sound judgment and has good decision-making abilities.   
• Has knowledge of administrative and clerical procedures and tax-related terminology.   
• Exhibits strong deductive reasoning skills.   
• Possesses knowledge of generally accepted accounting practices and sound economic strategies.   
  
**Education and Experience**   
  
• High School diploma.   
• Associate’s degree in business or accounting.   
• Bachelor’s degree in accounting or economics.   
• Accredited Tax Preparer (ATP) designation from the Accreditation Council for Accountancy and Taxation (ACAT).   
• Certification from the National Association of Tax Professionals (NATP).

• Experience necessary.  
(We are currently hiring both degreed and accredited as well as non-degreed and non-accredited tax preparers. Be sure that your education and experience is clearly documented on your resume and cover letter.)  
  
**Work Environment**   
  
• Our office is current office location in the Macomb Street Professional Building on Grosse Ile. We are looking at expanding into several different areas, please specify the areas that you are interested in working in. Those areas include our current building, Livonia, Garden City, Westland and Ann Arbor. While tax season hours have not been determined as of yet. Please use 8AM-10PM Monday-Friday and 9AM-5PM Saturday and Sunday as a guideline with your availability. We contract or expand our hours depending on necessity during income tax season.

Please send all resumes and cover letters to Crystal Arrington at:

Crystal Arrington

Arrington & Associates LLC

7596 Macomb Street Suite 11

Grosse Ile MI 48138

[carringt@arrington-assoc.com](mailto:carringt@arrington-assoc.com)

Please be sure to include location requests, schedule requests and salary requirement.