

## **Income Tax Preparer at Santana's Income Tax in Yuma, AZ**

**Job Posting Id: 4767316 on [azjobconnection.gov](http://azjobconnection.gov)**

**Pay Rate: \$12.80 P/ Hour + Commission**

### **Job Description:**

Our tax services firm is looking for a detail-oriented Tax Preparer to join our growing team. Our company handles personal state and federal returns. If you have experience with Tax Preparation, please contact us today. Knowledge of immigration forms a plus!

The Tax Preparer will be responsible for:

- Communicating with clients about the tax preparation process
- Setting appointments
- Assisting with tax preparation and filing
- PTIN license preferred but will assist the right candidate with licensing

### **Credentials Needed:**

- Must be bilingual (English/Spanish) due to the population served
- Excellent customer service skills
- Strong written and verbal communication skills
- Impeccable mathematics skills

How to Apply:

Email resume to [santanas.incometax@gmail.com](mailto:santanas.incometax@gmail.com) (please include position of interest in subject line)

**\*\*Employer will not accept any other method of application.**