



10 East Main Street  
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Victor, NY 14564  
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## Tax Preparer Job Opening

We are looking for a goal-driven Tax Preparer to be responsible for advising clients, analyzing tax data submitted by clients to complete their tax returns. Tax Preparers should ensure confidentiality, provide excellent service to promote repeat business, and provide future tax planning to clients.

To ensure success as a Tax Preparer, you should be knowledgeable of legislation and regulations, provide excellent service to clients, and maintain the high standard set by the organization. Ultimately, the Tax Preparer will be detail-oriented with excellent oral and written communication skills to handle correspondence from clients and tax authorities.

### Tax Preparer Responsibilities:

- Setting up meetings with clients.
- Advising clients about the tax preparation process.
- Preparing tax returns for clients.
- Handling communication from clients and tax authorities.
- Auditing all tax forms for completeness and accuracy.
- Providing future tax planning to clients.
- Securing repeat business and expanding the client base.
- Analyzing tax data submitted by the client to maximize the outcome for the client.

### Tax Preparer Requirements:

- Registration with the IRS with a valid PTIN.
- Have prepared Tax Returns using computer software.
- Strong oral and written communication skills.
- Must ensure confidentiality.

Please submit Resume and [Job Application](#) to [info@jdfinancialny.com](mailto:info@jdfinancialny.com)