

CAREER OPPORTUNITY

TAX PREPARER

The Tax Preparer responsibilities include:

- Providing outstanding client service while preparing income tax returns for individuals and small businesses
- Reviewing financial records, such as prior tax return forms, income statements, and documentation of expenditures to calculate taxes owed, using all appropriate adjustments, deductions, and credits available the clients
- Corresponding with senior staff and clients to request additional information, answer questions, explain regulations, policies, and processes

Experience and Qualifications include:

- 3 – 5 years of tax specific industry experience
- A strong knowledge of Provincial and Federal income tax laws/requirements
- Excellent organizational and verbal/written communication skills
- Critical thinking skills using logic and reasoning
- A strong attention to detail
- Ability to work well independently, within a team, and in a fast paced, deadline driven environment
- Excellent research skills
- Strong computer skills using accounting and tax specific programs/software (i.e. Tax Prep, Sage and Excel)

ABOUT US

MRSB is a progressive, forwarding thinking professional services firm with offices in Charlottetown, Summerside and O'Leary. We continually strive for excellence and pride ourselves on delivering high quality services to exceed our client's expectations.

If you are interested in joining the MRSB team, we would love to hear from you. Please e-mail your resume with subject heading, "Tax Preparer" to Jennifer MacKinnon:

Jennifer.MacKinnon@mrsbgroup.com.

We thank all candidates for their interest; however, only those selected for interview will be contacted.

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