



Tax Preparer Opportunity

MRSB Chartered Professional Accountants is a leading professional services firm providing accounting, auditing, taxation, management consulting and valuation services to a diverse client base in many business sectors.

We are currently seeking experienced **Tax Preparers** for both our Charlottetown and Summerside office locations for the upcoming tax season. These are term positions, mid-February to the end of April with a potential for extension for the right candidates. The successful candidates will be responsible for compiling and preparing income tax returns at varying complexities on behalf of our clients and some bookkeeping functions.

Responsibilities include but are not limited to:

- 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 and explain regulations, policies, and processes.

Skills and Qualifications include but are not limited to:

- 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

If you are interested, 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.

 www.mrsbgroup.com

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