

Looking for Tax Season Help!

Tax Season Assistant will assist us with the Tax Season flow of Clients and Tax Returns. Specifically, three main items: Phones Calls, Client Meeting Schedules, and Scanning Documents. Must be Detail-Oriented, Organized, and Self-Motivated. Tax and/or Tax Season experience is NOT required.

The position is Permanent Seasonal Part/Full-Time from February 1st to April 15th (Could be some work before and/or after those dates. For example, with COVID extending April 15, 2020 deadline to July 15, 2020, who knows about this upcoming Tax Season).

Casual Work Environment. Flexible hours but would like a minimum of 30 hours a week, Monday through Friday during business hours. NO required Weekends and/or Late Nights.

If you have any questions and/or want to be considered, please email us at bartlettcpa@att.net your cover letter and resume detailing your work history, education, references, and hourly pay requirements.

All emails, questions, and resumes received will be kept in confidence. If needed, no one (employers, references, etc.) will be contacted until after we interview you and we have your permission.

Please, NO phone calls, NO texts, NO FB messages, and/or NO head hunters. The ONLY way to be considered is VIA EMAIL of the above requested info to bartlettcpa@att.net. If you and/or someone on your behalf calls, texts, and/or FB messages me, you will NOT be considered.