



BeaconTax.org

P. (610) 385-4500

F. (610) 385-6868

978 Ben Franklin Hwy E
Douglassville, PA 19518

P. (610) 921-1430

F. (610) 921-3086

2630 Hampden Blvd
Reading, PA 19604

A Division of The Life Financial Group, Inc.

Tax Preparer

Job Overview

We are a growing tax firm hiring experienced tax preparers in both our NEW Reading, PA office and our Douglassville, PA office. The position would work 40-50+ hours per week February through April, with minimal off-season hours.

If you are a detail-oriented, independent, productive person with experience preparing income tax returns, then we may have just the opportunity for you! Please submit both your resume and cover letter today!

This position will work closely with financial advisors from Life Financial Group to serve mutual clients. Experience interacting with clients in a professional atmosphere is helpful. Learn more about Beacon Tax at www.BeaconTax.org

Requirements

- 2+ years of experience preparing taxes returns
- Have or obtain IRS PTIN
- Giving clients an extraordinary experience while preparing their returns and answering their questions

Education

- Bachelor's degree in Accounting or Finance - preferred
- Certified Public Accountant (CPA) or Enrolled Agent (EA) – preferred

Responsibilities

- Accurately prepare Federal, State, and Local individual and business income tax returns
- Communicate with clients for any clarification or additional information needed
- Familiarity with business, trusts, and estate tax returns preferred
- Proficiency in Microsoft Office 2019
- Proficiency with Professional Tax software

Pay Scale: \$25 - \$35 an hour + Bonus

How to Apply

Email your resume to Drew@TheLifeGroup.org or visit BeaconTax.org/apply