

MORRIS TAX SERVICES

TAX ASSISTANT

About Morris Tax Services

Morris Tax Services is a locally focused tax preparation firm serving individuals and small businesses in the Sandusky, OH area. The firm is dedicated to providing accurate, timely, and compliant tax services tailored to each client's unique situation. Morris Tax Services values clear communication, professional integrity, and attentive client service throughout the tax preparation process. Team members work closely with clients to help them understand their tax obligations and make informed financial decisions. The work environment emphasizes reliability, collaboration, and consistent quality in every engagement.

Qualifications

- Candidates should possess a basic understanding of Tax regulations and forms.
- Ability to work with Accounting Software and support the preparation of Tax returns.
- Strong numerical accuracy, analytical thinking, and attention to detail.
- Effective written and verbal communication skills for interacting with clients and team members.
- Organizational skills to manage multiple client files, deadlines, and documentation requirements.
- Strong computer skills required.
- Prior experience in tax, bookkeeping, or accounting support is preferred but not required.

Key Responsibilities

- Support tax preparers and accounting staff in the preparation and completion of client engagements
- Collect, organize, and maintain client tax and financial documents
- Enter and review financial data within tax preparation and accounting software platforms.
- Assist in the preparation and review of financial statements and supporting schedules.
- Respond to client inquiries in a professional and timely manner.
- Monitor and track tax filing deadlines, client deliverables, and internal project timelines.
- Ensure all required forms, supporting documentation, and filings are complete, accurate, and properly submitted.
- Maintain confidentiality of sensitive client financial information.
- Support compliance with team members to deliver accurate, high-quality service and positive client experience.

APPLY TODAY

Send your resume to:

Morris Tax Services

1617 W. Bogart Road, Suite 5

Sandusky, OH 44870

Or email to: amanda@morrisfin.com

Check out our website at:

www.morrisfin.com