

MORRIS TAX SERVICES

TAX ASSOCIATE (Seasonal)

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 skills in tax preparation and tax compliance, with the ability to prepare accurate returns and meet filing requirements.
- Candidates should possess skills related to tax law and general tax knowledge, including understanding current regulations and applying them to client situations.
- Candidates should possess finance-related skills, such as analyzing financial statements and understanding basic accounting principles.
- Strong attention to detail, analytical thinking, and the ability to work efficiently during peak tax season.
- Effective written and verbal communication skills, with the ability to explain tax concepts clearly to clients.
- Proficiency with tax preparation software and common office applications (e.g., Excel, document management tools).
- Associate or bachelor's degree in accounting, finance, or a related field preferred; relevant experience in tax preparation is highly beneficial.
- Ability to maintain confidentiality, adhere to ethical standards, and work collaboratively in an on-site team environment.

Key Responsibilities

- Prepare individual and small business tax returns in compliance with federal, state, and local tax regulations.
- Review financial records and supporting documentation for accuracy and completeness.
- Identify applicable deductions, credits, and tax-savings opportunities.
- Communicate with clients to gather information and explain tax outcomes.

- Assist with tax planning and respond to notices from tax authorities.
- Maintain organized records of tax returns, filings, and client documentation.
- Monitor deadlines and ensure timely completion of client engagements.
- Collaborate with team members to support quality control and meet firm objective.
- Maintain Confidentiality and provide professional, responsive client services.
- Stay current on tax law changes and compliance requirements.

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