

MORRIS TAX SERVICES

TAX PREPARER

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

- Strong tax preparation skills, including experience preparing individual and small business tax returns.
- Knowledge of tax law and regulations, with the ability to interpret and apply current federal, state, and local tax rules.
- Familiarity with finance and financial statements, including the ability to review and analyze income, expenses, and supporting documentation.
- Proficiency with tax preparation software and basic office tools, and comfort working with electronic records.
- Excellent attention to detail, organizational skills, and the ability to manage multiple client files and deadlines.
- Clear written and verbal communication skills, including the ability to explain tax concepts in an understandable manner.
- Ethical approach to client information, with a strong commitment to confidentiality and professional standards.
- Relevant education or certification (e.g., coursework in accounting or finance, Enrolled Agent, CPA or similar credential) is preferred.
- Prior experience in tax preparation, public accounting, or a related financial services role is beneficial.

Key Responsibilities

- Prepare federal, state, and local tax returns for individuals, families, and small business clients.
- Review source documents and financial records to ensure accurate and complete tax filings.
- Meet with clients to gather financial information and address tax-related questions.
- Analyze income, expense, and supporting documentation to determine appropriate tax treatment.
- Prepare supporting schedules, forms, and other required tax documentation.
- Verify the accuracy of financial data and identify discrepancies or missing information.

- Identify eligible deductions, credits, and tax-saving opportunities while maintaining compliance with applicable tax laws.
- Explain tax return results, liabilities, refunds, and filing requirements to clients in a clear and understandable manner.
- Maintain organized client files and ensure the confidentiality of sensitive financial information.
- Stay current on changes to federal, state, and local tax laws and regulations.
- Collaborate with team members to resolve complex tax issues and deliver exceptional client service.
- Manage multiple client engagements and ensure timely completion of tax returns and related deadlines.

APPLY TODAY

Interested in Joining Our Team?

Send your resume to:

Morris Tax Services

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Sandusky, OH 44870

Or email to: amanda@morrisfin.com

Check out our website at:

[www. morrisfin.com](http://www.morrisfin.com)