

Tax Processor

Apple Growth Partners is seeking an experienced Tax Processor in our Akron office. This position is primarily responsible for processing tax returns as well as providing general office service support. The right candidate will be accustomed to a fast-paced, goal-orientated environment. Candidates must be punctual, dependable, reliable, flexible and available to work seasonal overtime including evenings and weekends. The right candidate must also display superior client service skills, be a team player, have excellent interpersonal skills, strong technical skills, and work well independently.

Responsibilities

- Responsible for processing all tax returns
- Ensure accuracy and completion of all returns
- Compliance and understanding of filing deadlines
- Ensure that W-2's and other applicable tax documents are filed with appropriate return
- Accurate recording of all returns into database
- Maintain accuracy of filing dates & filing extensions as needed
- Communicating with in-charge and principals on tax deadlines and extensions
- Maintain list of all tax returns filed and extension deadlines
- Constant communication with in-charge/partner to make sure returns are filed in a timely manner
- Process all employee schedules and check for accuracy
- Distribute schedules to appropriate employees
- Enter all budgets and check for principals approval

To qualify, candidates must possess:

- A minimum of a high school degree or its equivalent; preferably an Associates degree
- A minimum of two years of work experience in a professional services firm; with tax processing knowledge
- Proficient knowledge and utilization of software programs including Microsoft Office Suite (especially Word and Excel), Outlook, and the ability to learn other applications when needed
- Copy, Fax, Scanning equipment experience
- Ability to work independently and show initiative in completing assigned tasks
- Ability to handle multiple tasks in a fast paced environment
- Ability to work for multiple individuals at one time and prioritize duties
- Displays high degree of personal ethics and integrity
- Attention to detail is a must

Healthy Growth.

1540 West Market Street • Akron, OH 44313

P 330.867.7350 • F 330.867.8866

W www.applegrowth.com

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