



POSITION TITLE: Tax Processor

REPORTS TO: Tax Department Manager

POSITION SUMMARY:

This Administrative role will focus on Tax Processing through out the year by processing 1040 tax documents, scanning and filing, and supporting the tax department with other administrative duties.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the tax department and firm
- Process and assemble printed deliverables for the tax department including tax returns, estimates, extensions, and other documents
- Electronic file cleanup and organization of tax returns, estimates, extensions, and other documents for electronic delivery to clients
- Scanning of client documents
- Contribute to ongoing process improvement
- Monitor inventory of tax processing supplies and request additional supplies as needed
- Assist with year-end updates to tax processing procedures and templates
- Perform general administrative responsibilities as needed
- Assist with creation and distribution of engagement letters and tax organizers to be delivered to clients through the mail or electronically
- Manage electronic and paper workflow within the tax processing department
- Hour requirements to be 40 hr/wk February through tax deadline. 20 hr/wk during the off season. Flexibility to work additional hours during tax season as needed

PREFERRED SKILLS AND ABILITIES:

- Strong organization skills and attention to detail
- Proficiency in the use of Microsoft Office products
- Tech savvy with the ability and desire to embrace necessary software applications
- Strong written and verbal communication skills
- Experience utilizing office technical tools, including scanners, printers, and copiers
- Be a team player

PREFERRED EDUCATION AND EXPERIENCE:

- 1+ years of relevant office administration experience
- Experience in tax administrative support work a plus but willing to train

BENEFITS:

For part-time employees, WNC offers 401K retirement plan. We also offer a flexible work schedule, a team-oriented work environment, and opportunities for advancement.