



## TAX PREPARER

Crowley Associates, formerly Michael Crowley, CPA, is searching for a qualified and diligent tax preparer. This is a seasonal position that will begin in mid- to late-January 2025 and terminate on April 25, 2025 with the possibility for renewal the following season.

### *Responsibilities:*

- Prepare individual tax returns from start to filing
- Understand financial statements for tax filing purposes
- Effective communication with clients and staff via phone, email, and in-person

### *Requirements:*

- Proficiency in Microsoft Office Suite, particularly Excel
- Proficiency in Google Workspace
- Preferred experience using ATX or other tax preparation software
- Preferred experience using QuickBooks and/or Sage 50
- Strong organizational skills with the ability to prioritize tasks efficiently
- Excellent communication and written communication skills
- Ability to maintain confidentiality and be discrete with personal information
- Certification not required but highly desired

### *Compensation and Schedule:*

- One day per week in-person (4-6 hours) with remainder of work schedule to be flexible based on workload
- Work location: Hybrid – one day per week in-office (Glenville, NY) and ability to work remotely
- \$35-\$38 an hour OR negotiated percentage of tax prep work

**WHO WE ARE:** Crowley Associates Tax & Accounting (formerly Michael Crowley, CPA) is an established, local accounting firm specializing in tax preparation for individuals, small- and medium-sized businesses, partnerships, estates, and trusts. Family owned and operated; our lead CPA Mike is a military veteran with over 45 years of experience in the accounting industry. Our services include bookkeeping, payroll management, financial consulting, and medical billing in addition to our work in taxation. We strive to provide the best quality service for our clients and serve as a resource for the community.