



## Tax Preparer

### About Us

**CPS Group CPAs, PA** has a long history of building lasting relationships with clients. We work hard to earn their trust and confidence and consider many of them to be good friends and part of our “family”. Many of our client relationships have lasted more than thirty years, and we have often worked with multiple generations of family members and organizational leaders.

Due to our continuous growth, we are seeking a detail-oriented Tax Preparer. We are looking for a full-time professional who possesses passion for knowledge and professional development.

### Essential Tax Functions

- Provide excellent service to clients in various industries.
- Obtain an understanding of the work to be performed and the purpose of the work.
- Perform the detail work of tax returns, or other tax related services for clients.
- Identify and document tax planning or other matters.
- Assist in the preparation of tax returns.
- Assist in researching IRS correspondence issues.
- Special projects, as needed.

### Education and Experience

- Bachelor’s Degree in Accounting, Finance, or related field, required.
- Relevant work experience (e.g., internship, summer job), preferred.

### Skills and Qualifications

- Ability to communicate effectively (oral and written), clearly articulating ideas, opinions, and information.
- Strong organizational, critical thinking, and analytical skills.
- Ability to manage deadlines and expectations efficiently.
- Goal oriented
- Ability to work in a team environment and independently.
- Proficient with Microsoft (MS) Windows and Office products.
- Strong computer skills, ProSystem experience a plus.
- Reliable transportation and ability to travel to client sites.

### Benefits

- Highlights include health insurance, paid vacation and sick time, paid holidays, employer paid life insurance, 401K match, and firm paid CPE.
- CPS has a passion for community involvement. Opportunities to assist, donate, volunteer, and attend community functions.

Interested applicants can send their résumé and contact information to Stephanie Kimbrough at [stephanie@cpsinvest.com](mailto:stephanie@cpsinvest.com).