

## **EXPERIENCED TAX REVIEWER**

Are you a “stay at home” professional or retiree with a vast array of domestic personal, corporate and partnership return review experience at a medium to large public or your own accounting firm? Are you looking to get back in the “game” as a part-time, experienced tax reviewer for a dynamic, growing boutique accounting firm located near the Miami International Airport? If you’ve answered yes to both of these questions, then we want your resume today!

DM Accounting Services, Inc. dba Brigade Bookkeeping is actively seeking an experienced tax reviewer to help us during our 2016 tax season, and we need your help. The successful candidate must be a team-oriented individual, able to maintain a professional relationship with all clients and co-workers.

### **DUTIES & RESPONSIBILITIES:**

- Preparation of personal, corporate, partnership, nonprofit tax returns, among others.
- Work approximately 20 – 25 hours per week.
- Hourly rate ranges between \$30 – \$45 per hour, depending on experience.

### **REQUIREMENTS OF THE IDEAL CANDIDATE INCLUDE:**

- Must have 3+ years as a Tax Preparer, Tax Manager or Principal in a small, medium or large public accounting firm.
- Working knowledge of Drake or a similar Tax Software.
- Attention to detail, ability to proof work for errors or discrepancies.
- Strong verbal and written communication skills.
- Able to thrive in a fast-paced, energetic environment.
- Quick learner with minimal supervision.
- Professional and positive attitude, along with strong organizational skills.
- Fluent in English.

For consideration, send your resume and cover letter to: [hr@brigadebookkeeping.com](mailto:hr@brigadebookkeeping.com).