



SEASONAL TAX RETURN PREPARER

JOB DESCRIPTION

Landmark Tax Advisors, LLC, a wholly-owned subsidiary of Landmark Wealth Management, a SEC registered investment advisory firm, located in Amherst, New York, is seeking to fill a Seasonal Tax Preparer position. Candidates for the position should have a Bachelor's Degree preferably in finance, accounting, economics, or business management. Other degrees will be considered if the candidates skillset and experience is appropriate (therefore individuals with an unrelated degree should consider applying if they meet the other criteria noted in this job description).

Responsibilities

- Processing data through SurePrep's 1040Scan Pro software and verifying quality of the data output from the software.
- Preparation of federal and state individual income tax returns which will include a detailed self-review.
- Identify open items that require attention before the return can be finalized and communicate this information to the Director of Tax and/or client, as appropriate.
- Interaction and assistance with our wealth management team, as needed.

Qualifications

- 3+ years of recent relevant work experience.
- Prior work experience with CCH Axxess Tax, TaxCaddy, and SurePrep considered an asset.
- Ability to work in a seasonal capacity from mid-February to mid April, including weekend availability.
- CPA license is preferred, but not required.
- Excellent attention to detail.

Landmark will provide flexibility to the ideal candidate including, but not limited to, amount of hours worked, time of week that the services are performed, and start/end date of employment. Pay will be dependent upon experience.

Resumes should be submitted via email (preferable) or hardcopy as follows:

Email: Jerrod@landmarkfirm.com

Landmark Wealth Management
Attention: Jerrod LaPointe, Director of Tax & Wealth Planning
2410 North Forest Road, Suite 101
Getzville, New York 14068