

Seasonal Tax Preparer

Professionals ,Dauphin, Manitoba, Canada



Job Description

ROLE @ MNP

Responsibilities

- Responsible for preparing complete and accurate tax returns
- Compute taxes owed and prepare personal and corporate tax returns (and other tax compliance slips)
- Prepare year-end tax forms (T4s and T5s)
- Identify issues and errors, investigate discrepancies and discuss with managers or engagement partners to resolve
- Respond to client questions and queries
- Set-up files for new and existing clients
- Manage multiple files simultaneously
- Work collaboratively with the client engagement team
- Contribute to the development of new ideas and approaches to improve work processes
- Work flexible hours for the months of February through April
- Maintain flexibility to travel, as necessary

Skills and Experience

- Post-secondary degree or certificate in accounting or tax is considered an asset; equivalent experience will also be considered
- 2 to 3 years of tax return preparation experience
- Experience in an accounting, customer service and/or client service environment is preferred
- Working knowledge of the Canadian Income Tax Act
- Experience working with accounting and tax software is considered an asset

HOW TO APPLY

More than a paycheque, MNP delivers. You'll be empowered to share your ideas, take on new challenges and advance your career.

Join a diverse firm committed to maintaining its unique culture and fostering a balanced lifestyle. To apply for this position, please visit our website at www.mnp.ca or the link below:

<https://experiencedcareers-mnp.icims.com/jobs/10810/tax-preparer-%28term-position%29/job>

We thank all candidates for applying. Only those selected for an interview will be contacted.

Advertiser details

Name	MNP
Email	lorraine.rapp-blazeiko@mnp.ca
Address	Dauphin, Manitoba, Canada