

Seasonal Tax Return Reviewer

We are seeking a **Tax Return Reviewer** at our CPA firm located in Marshall, MN. This tax season only position will play an important role in ensuring tax returns are complete, technically accurate and comply with current tax laws to maintain our high standard of quality.

Responsibilities will include:

- Reviewing individual and business tax returns for accuracy and completeness.
- Verifying data input and identifying any inconsistencies or missing information.
- Collaborating with preparers to resolve discrepancies and clarify issues.
- Mentoring less experienced preparers to support quality improvements.
- Staying updated on tax laws, software requirements and procedures applicable to returns being reviewed.

Qualifications preferred:

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Ability to handle sensitive and confidential information with discretion.
- Experience with individual and/or business tax return preparation and/or review.
- Excellent verbal and written communication skills.
- Bachelor's degree required.

Details:

- 30-40 hours per week during tax season (January – April).
- Compensation of \$25 - \$35 per hour commensurate with experience.
- Location is on-site in our Marshall Office.

Please email your resume to bill@hoffmanbrobst.com or call Bill Mulso at 507-532-5735 with questions.