

CLIENT SERVICE PARAPROFESSIONAL

Locations: Bryan, TX & Navasota, TX

We are currently seeking a Tax Paraprofessional to join our growing firm and support tax department personnel functions and various administrative duties. If you desire variety in your work experience, have high ethical standards, great communication skills and the drive to make an impact in the lives of those around you, then this is the firm for you! We strive to be our clients' most trusted business advisor, while operating in a family-friendly and flexible work environment.

As a Tax Paraprofessional, you will have the opportunity to work with a dynamic group of motivated professionals at various levels from Partner to Associate and display your strong technical and customer service skills.

Check out our Facebook and Instagram (@brewer.eyeington.patout) or visit our website (<https://www.bepcocpa.com>) to get a better idea of our day-to-day workplace culture.

Key Responsibilities:

- Support tax return preparation:
 - Coordinate, organize, and filter client tax data to facilitate preparation of tax returns
 - Scan organized documents and create workpaper files
 - Utilize OCR software to autofill tax return data
 - Review amounts imported into tax software and assist with basic data entry
- Utilize and maintain accuracy in project tracking software
- Participate in firm meetings and contribute to ongoing process improvement
- Prepare client invoices
- Review firm's A/R and assist with collections
- Provide additional support to the tax department, such as:
 - Draft documents and correspondence as requested by tax team
 - Communications with clients, including gathering data and scheduling meetings
 - Assist with processing of tax returns as needed
 - Occasional coverage of front desk, including answering the phone and welcoming clients
- Overall willingness to be a team player and contribute to the firm's success in any support capacity

Minimum Requirements:

- Must be able to travel between Bryan and Navasota offices, as needed
- Experience in a professional work environment
- High School diploma or GED
- Experience with Microsoft Excel, Word, Outlook and Adobe Acrobat
- Must have the ability to maintain a high level of accuracy with strong attention to detail
- Must be comfortable with and able to learn new technology
- Must have excellent written communication skills including strong spelling and grammar
- Must have excellent verbal and interpersonal communication skills and present a professional image both in person and over the phone
- Strong sense of personal motivation
- Ability to successfully work with a team
- Must be organized and have the ability to set priorities and meet deadlines
- Must be able to maintain confidentiality
- Ability to work in a dynamic, fast-paced, and time-sensitive environment
- Hours
 - Monday – Friday
 - Overtime and some weekends expected during peak busy seasons

Preferred Qualifications:

- Associate's or Bachelor's degree in business or accounting
- Prior experience working in an accounting firm or other professional services firm

Benefits:

- Medical Insurance
- Dental Insurance
- Vision Care Plan
- SIMPLE IRA
- Bonus Compensation Plans
- Paid Time Off & Sick Days
- Paid Bereavement Leave
- Paid Holidays
- Paid Volunteer Hours, Including Firm-Wide Community Activities
- Paid Time to Sit for CPA Exams
- Firm Paid AICPA & TSCPA Fees
- Firm Paid CPA License Renewal Fees
- Firm Paid Continuing Professional Education
- Fun Environments in the Middle of Downtown Bryan & Navasota
- Regular Firm Socials and Team-Building Activities
- Family-Friendly Atmosphere
- Work-Life Balance & Flexible Work Schedule
- From October 16th – December 31st, the Firm closes at noon on Fridays

Job Type: Full-time

Pay: \$16 - \$20 / hour

Send your resumes to: postings@bepcocpa.com

<https://www.bepcocpa.com/>