



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Tax Preparer (TS-3072022-01)

**Location:** Benton, Illinois

**Salary:** \$12.00 per hour, to start

### **Job Description**

Employer in Benton is seeking candidates for a full-time, entry-level Tax Preparer position. Candidate will be responsible for completing tax returns and forms on behalf of clients. Duties include:

- Interviewing clients
- Inputting data from financial records and tax documents into software
- Preparing and assisting with preparing tax returns
- Explaining tax laws and regulations to clients
- Maintaining accurate records and work papers
- Acting as liaison between the client and the IRS.

Work schedule is Monday through Friday, 9:00 a.m. to 6:00 p.m., with occasional Saturdays. Dress code is business casual.

### **Requirements**

Candidate must be familiar with computers, Quickbooks and Microsoft office, plus have the ability to learn other software used in the office. Candidate will also be required to pass background check and drug screen tests.

### **How to Apply**

This employment opportunity is available at no cost to you! To apply, send your resume to [EmilyPerks@mantracon.org](mailto:EmilyPerks@mantracon.org)

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