

Job Posting: Gomes DaCruz & Tracy, P.C.

Position: Seasonal Tax Preparer

Location: 77 Winsor Street, Ludlow, MA

About Us:

Gomes DaCruz & Tracy, P.C. is a well-established and respected CPA firm located in Western Massachusetts. For over 35 years, we have been dedicated to providing comprehensive accounting, tax, and advisory services to a diverse client base, including small to medium-sized businesses and individuals. We pride ourselves on building strong client relationships, fostering a collaborative work environment, and supporting our team's professional growth.

Job Summary:

We are seeking detail-oriented, experienced, and highly organized Tax Preparers to join our growing team. The ideal candidate will be responsible for preparing tax returns for multiple clients, ensuring accuracy, compliance, and timely delivery of services. This role requires a strong understanding of current tax laws, prior experience preparing tax returns, and excellent communication skills.

Key Responsibilities:

- Prepare individual tax returns of varying complexities
- Corporate, Partnership, Fiduciary experience a plus but not required
- Communicate effectively with clients to gather necessary information.
- Stay up-to-date with current tax regulations.
- Collaborate with other team members.

Qualifications:

- High school diploma or equivalent. Associate's or Bachelor's degree in Accounting, Finance, or a related field is a plus.
- Minimum of 2-3 years of experience in preparing personal tax returns.
- Proficient in Microsoft Office.
- Proficiency with tax software.
- Solid understanding of general tax laws.
- Exceptional attention to detail and accuracy.

- Strong organizational and time management skills, with the ability to manage multiple clients and deadlines simultaneously.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- High level of integrity and professionalism in handling confidential financial information.

What We Offer:

- Competitive pay commensurate with experience.
- Opportunities for professional development and continuing education.
- A supportive and collaborative work environment.
- Direct client interaction and diverse work experience.
- Work-life balance initiatives.

To Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to kbeggs@gdtcpa.com. Please include "Seasonal Tax Preparer Application" in the subject line.