

We are seeking an individual with a 4-year accounting degree to fill our full-time position. At least 1 -2 years of tax preparation experience is preferred.

Job Details:

- Tax Preparation
- Full-time with extra hours during tax season
- Accounting – Financial Statements
- Office located off of Kennedy Circle in Dubuque, IA

We are searching for someone who is friendly, professional, personable, hardworking, and who can communicate clearly and effectively with clients and team members.

Experience is desired in the following areas:

- Tax Preparation
- Pro Series Tax Software
- Accounting
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Adobe

Benefits Available:

- Vacation and Sick Pay
- Holiday Pay
- 401(k) and Roth 401(k)
- Health, Dental and Vision Insurance
- Life, Disability, Accident and Cancer Insurance Available