

SC Staffing & Consulting

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Tax Preparer

Description

Our client is seeking a detail-oriented Tax Preparer with prior experience. The ideal candidate will support tax preparation, financial planning, client communications, and day-to-day administrative operations. This is a hybrid position.

Key Responsibilities

- Assist with the preparation of individual and business tax returns by organizing financial documents and entering client information.
- Support financial advisors with client account maintenance, investment paperwork, and financial planning documentation.
- Communicate with clients to request tax documents, answer basic questions, and schedule appointments.
- Maintain accurate client records and ensure confidential information is securely managed.
- Prepare financial reports, spreadsheets, and supporting documentation for client meetings.
- Assist with bookkeeping, payroll, and other accounting-related tasks as needed. Stay current on tax regulations and financial industry best practices.
- Provide administrative support to the tax and financial planning teams while ensuring excellent client service.

Key Qualifications

- Previous experience in a tax, accounting, bookkeeping, or financial services role required.
- Associate's or Bachelor's degree in Accounting, Finance, Business, or a related field preferred.
- Familiarity with tax preparation software and Microsoft Office Suite.
- Ability to prioritize multiple tasks while meeting deadlines during tax seasons.

Contact

Learn More About This Role: Please send your resume to resumes@scconsultingllp.com.

About SC Staffing & Consulting, Certified Woman-Owned

SC Staffing & Consulting is a strategic staffing and consulting company with over 60 years of combined experience. Since 2007, we have been providing full recruitment services to businesses, governments, and other institutions, including long-term temporary solutions and temp-to-perm solutions.

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Hiring organization

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Job Location

Hybrid, Greater Philadelphia, Pennsylvania

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July 21, 2026

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