

Tax Return Processor

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Company: SAX India LLP

Location: mumbai

Category: other-general

About Sax:

Sax LLP is a multi-disciplinary accounting, tax and advisory firm serving the needs of privately held companies, family-owned businesses, not-for-profit organizations and high-net-worth individuals. For more than 60 years, we have offered industry-specific expertise, comprehensive service offerings and client-centric results. Our advisors are passionate, forward-thinking entrepreneurs who are driven to see their clients succeed. Through our unique Client Service Delivery Model, we offer the right business solutions to help our clients turn their dreams and vision into reality. With offices in Mumbai, India, Parsippany, N.J., Pennington, N.J. and New York City-US , we have a keen sense of what it takes to succeed in this competitive and ever-changing marketplace.

When you join Sax India LLP team, you will be at the heart of Sax critical mission to build a better working world by applying knowledge skills and experience in assisting clients in meeting their business purpose.

Job Description:

We are looking for a Tax Return Processor to join our growing team to finalize Returns/Extension in preparation for E-file, and to send copies to clients.

Roles and Responsibilities:

Process Tax Returns and Extensions for distribution to clients and various governmental

agencies using the Firm's tax software (CCH Axxess).

Typing appropriate correspondence and instructions to client. Deliver Tax Returns and Extensions to clients via electronic methods (i.e. SafeSend, GoFileRoom portal).

Save all Returns, documents and forms to the Firm's document managing system (GFR).

Routing workflows when appropriate.

Proofread and edit Firm correspondence to client; deliver to client via email.

Finalize and send Arrangement Letters electronically to clients.

Process and finalize monthly billings and retainers and send Invoices electronically to clients.

Requirements:

Freshers from BCOM/MCOM stream are preferred.

Skills and Expertise:

Proficiency in Microsoft Office, specifically Word, Excel and Outlook, is required.

Prior experience in a Tax/Accounting firm is strongly preferred.

Experience with GFR and CCH Axxess is preferred.

Must have excellent organizational skills and the ability to multi-task.

Possesses excellent interpersonal skills as well as a cooperative and dependable personality.

Sax India LLP is an equal-opportunity employer.

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