

<b>Job title</b>	Premium Tax Specialist
<b>Location</b>	Allen, Texas

### **Job purpose**

In this position you will be reviewing and processing Premium and Municipal tax returns for insurance companies. This position can be fast paced and is perfect for recent graduates or someone with little experience.

### **Duties and responsibilities**

- Preparing industry specific state and local tax returns for clients
- Review tax returns for errors and necessary changes to comply with tax laws
- Perform adjustments and corrections at the request of the client
- Provide excellent telephone and email support by providing accurate and helpful information to clients
- Review other documentation and materials for accuracy, legibility and reasonableness and provide suggestions for improvement
- Able to perform duties and meet multiple deadlines

### **Qualifications**

#### **Education**

- Bachelor's degree in Accounting, Finance, or Business preferred

#### **Experience**

- This is an entry level position

#### **Technical Skills**

- Knowledge of Microsoft Office application a plus
- Knowledge of tax principles or experience working with financial applications a plus

#### **Character Attributes**

- Excellent communication skills
- Strong work ethic
- Detail oriented
- Strong organizational skills
- Dependable
- Ability to work quickly
- Flexible and able to adapt quickly

### **Conditions of Employment**

- Work Status
- Background check
- Drug Test

### **Work Schedule**

- Full-time/Days

Please submit your resume along with an application [here](#).