

**Opportunity:** Tax Preparer (4 positions) - Part-time seasonal (February-April) MANITOBA

**Overview:** We are seeking an applicant for the 2023 Tax Season. We offer flexible scheduling. Part-time seasonal (February-April).

**About us:** u-ONE Wealth Management Corp. LTD is an insurance brokerage and financial consultancy company. It was established in 2018 by a group of accomplished individuals with proven track records in various modern industries. As professionals guided by the principle of diligently serving the public, we vested our skills and knowledge in recommending solutions on life's risks and wealth management. Strengthening of financial literacy of everyone has been the major goal of the company.

Our present society displays complex mix of generations of people with different views in handling life securities, family preservation and career building. This makes each living individual a client that seeks services from our company. Our mission is to deliver cost-effective solutions for financial and insurance services. We want to keep it simple and timely for the client's business needs.

Our company lives to its attitude in serving each life's interest first. Consequently, our sustainability plan in genuinely reaching out and empowering of clients, brands our company as their prime trusted choice.

The Tax preparer processes tax returns and helps in educating our business clients.

Do have what it takes to belong in our team?

See our Qualifications below:

- 2+ years of tax preparation experience (having worked in a professional tax preparation office would be an asset)

Expectation(s) as a Tax Preparer:

- Understanding of the full process of preparing and completing a T1 tax return, including adjustments to past filed returns and replies to CRA requests to support claims made on tax returns.
- Following a process to organize the source documents for tax return preparation
- Applicants should be organized, very detail oriented, motivated, and able to work independently
- Applicants must demonstrate strong computer skills (Word and Excel)
- Ability to work some evenings and weekends as tax season workloads dictate
- Able to Multitask
- Positive attitude
- Excellent communication, social & personable skills.
- Looking to grow together with the team

Schedule & Location:

- Work from home
- Monday to Friday
- Weekend availability

\$16/hr. with the expectation to complete 2 tax returns per hour

~ December 2022