

## Tax Para Professional Staff (Honolulu)

### Position Description:

EOS Honolulu office is expanding and currently seeking qualified candidates for an excellent career opportunity as a Para Professional Staff for Tax Department.

### Responsibilities

1. Develop and maintain relationship with client management team throughout the year.
2. Able to manage multiple assignments due on deadlines.
3. Expected to work with Tax professional and clients.

### Qualifications

To qualify, candidate must have:

- A high school degree.
- Have knowledge in payroll and payroll tax.
- Have knowledge in preparation of the individual income tax returns.
- Have knowledge in bookkeeping such as Quickbooks, Quicken.
- Advanced written/verbal communication skills.
- Will assist to apply for Enrollment Agent.

Japanese bilingual preferred but not required.

### Inquiry

Send resume to [HR@eosllp.com](mailto:HR@eosllp.com).

**IMPORTANT: To be considered, please include the Job ID number in the subject line of your email.**

Inquiry Posted 1/13/2014

Job ID: WRHI2F001