



Datamate Bookkeeping & Tax, Inc. is a full service, small accounting firm located in Gilroy, CA...at the southern gateway to Silicon Valley. We are a growing close-knit team providing monthly bookkeeping services with QuickBooks Online, payroll and tax preparation services. Our goal is to balance working hard with enjoying free time at home with those you love most. You have an opportunity to join a fantastic team!

We have an immediate opening for a CONTRACTOR during the upcoming tax season. The position is open to remote candidates, working from home or their own office, anywhere within the United States. If this candidate is a 'rock-star', we will extend the job offer to work part-time in the off season.

We are seeking to find the right individual who:

- Has a strong knowledge of tax preparation for all types of returns
- Has experience with QuickBooks Online and accounting principles
- Possesses the ability to effectively juggle the responsibilities of multiple clients at once
- Has the ability to quickly become proficient in the unique situation of each client
- Can demonstrate strong basic accounting skills as our office focuses on business bookkeeping along with tax planning and compliance
- Able to connect with clients on a personal level to build relationships and trust
- Can analyze and articulate a response to IRS and state notices, representing clients in any audit situation

This position requires a tax license, either CPA or Enrolled Agent with a minimum of 5 years of tax preparation experience. Strong excel, Outlook, knowledge of Access, and CCH ATX software is a plus. We use multiple cloud based technologies such as ShareFile, QBO and web meeting software.

**In order to apply for this position, please follow the steps below:**

1. Email your resume to [info@datamatebookkeeping.com](mailto:info@datamatebookkeeping.com)
2. Email a cover letter that will include
  - (a) Desired compensation
  - (b) Available start date
  - (c) Why the job is particularly of interest to you
  - (d) Why you would be the best candidate for the job
  - (e) Let us know if you caught any typos or grammar errors in this ad

**NOTE:** We will only open emails from candidates that put, "TAXES ARE FUN!" in the subject line of their email! Then, we will schedule interviews with those qualified candidates who answer ALL 5 of the above questions on their cover letter.

No phone calls please.

Hourly compensation based upon proficiency skills.

All final candidates will require typing test, personality test, grammar test and a background check before employment.