Tax Consultant

**Job Description:** Prepares tax returns for individuals or small businesses.

**What does a Tax Consultant do?**

* Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum
* Compute taxes owed or overpaid, using adding machines or personal computers
* Complete tax forms, following tax form instructions and tax tables
* Obtain information on taxable income and deductible expenses and allowances
* Review financial records, such as income statements and documentation of expenditures to determine forms needed to prepare tax returns
* Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures
* Provide taxpayers with sufficient information and advice to ensure correct tax form completion

**Your Interests:**

* Do you like math?
* Do you like solving problems?
* Do you communicate well?

**Outlook:**

Average Salary - $22.26 hourly, $46,290 annually

Projected Job Openings – 9,800 in the next 10 years

**Education/Program of Study:**

* Most entry level positions require vocational schooling, on-the-job training, or an associate's degree
* Degree paths include accounting, mathematics, economics, or finance