



# STEM Careers

## 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

Sources:

<https://www.onetonline.org/link/summary/13-2082.00>