



Job Title: Tax Preparation Consultant

Location: Remote (U.S.-based) | Contract | Seasonal or Year-Round Options

About Very Busy Bees

Very Busy Bees - FAFSA, Notary & Tax is a fast-growing document management studio headquartered in Hackensack, NJ! Founded in 2024, we provide personalized support to clients across the country for tax preparation and Free Application for Federal Student Aid (FAFSA) filing. We locally support clients seeking New Jersey notarial services including general notary work, apostille, fingerprinting & loan signing.

Position Overview

We are seeking a detail-oriented, client-focused **Tax Preparation Consultant** to support individuals and small businesses with the accurate and timely preparation of their federal and state tax returns. This role is ideal for someone who loves making taxes less stressful and more understandable for everyday people. It is also ideal for someone who can work independently and remotely with savvy, efficiency and accuracy.

Key Responsibilities

- Assist clients with organizing and submitting their tax documents
- Prepare and review federal and state tax returns (Forms 1040, Schedule C, etc.)
- Conduct intake interviews to assess filing needs and verify documentation
- Provide clear guidance on deductions, credits, and compliance requirements
- Communicate with clients by phone, video, text, and secure portal
- Ensure timely and accurate e-filing of completed returns
- Follow up on outstanding documents or questions
- Maintain confidentiality and data security standards at all times

Qualifications

- Prior experience in tax preparation (individual or small business)
 - Knowledge of current federal and state tax laws
 - Strong attention to detail and document management skills
 - Excellent communication and customer service abilities
 - Comfortable with e-filing software and secure client portals
 - PTIN required; IRS certification or Enrolled Agent status is a preferred
 - Bilingual (English/Spanish) is a bonus, but not required
 - Must successfully pass a background check
 - Must be in good tax-standing with the Internal Revenue Service (IRS)
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Schedule & Compensation

- Flexible hours, including evenings and weekends
 - Remote work with secure, cloud-based tools
 - Competitive hourly or per-return pay (based on experience and volume)
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Why Join Very Busy Bees

- Supportive business with a mission to demystify complex paperwork
 - Meaningful client interactions — you're not just filing forms, you're making life easier
 - Growth potential and ongoing opportunities for training
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To Apply

Email your resume and statement of interest to support@verybusybeesnj.com with the subject line: **Tax Preparation Consultant Application**

**Applications will be accepted on a rolling basis.
