



Location: Kahului, Maui, HI

Position: Full-Time

Contact: [Office@khalsacpaservices.com](mailto:Office@khalsacpaservices.com)

## **Tax & Accounting Assistant – Job Description**

Khalsa CPA Services, a growing tax and accounting firm located in Kahului, Maui, is seeking a detail-oriented and organized Tax & Accounting Assistant to support our team in delivering high-quality client service. Our firm is committed to managing growth through a structured, supportive work environment built on teamwork, accountability, and continuous professional development.

### **Position Overview**

The ideal candidate is reliable, attentive to detail, and quick to learn new systems and processes. This role includes assisting with tax return preparation, scanning and data entry, client communication, and documentation within the firm's workflow systems. Professional, clear communication with clients and accurate, thorough work are essential to success in this position.

This position is well-suited for someone who wants to build a career in tax or accounting and is interested in gaining experience in a supportive, structured firm.

### **Primary Responsibilities**

Assist accountants with the following:

- Processing incoming client tax and accounting work.
- Preparing initial steps of tax returns, including gathering and organizing all required documents.
- Communicating with clients to clarify missing information or resolve questions.
- Entering accounting data and performing reconciliations in QuickBooks to ensure client records are accurate and up-to-date.
- Maintaining organized worksheets, documentation, and task tracking for each client.
- Providing responsive, year-round support to client needs.
- Assisting with project tracking and client follow-up.

### **Required Qualities**

- Strong attention to detail and follow-through.
- Clear and professional written and verbal communication skills.
- Excellent organizational and recordkeeping abilities.
- Ability to manage multiple projects and deadlines simultaneously.



- Comfort learning and adapting to new tools and procedures.
- Professional, client-centered communication skills.
- Commitment to confidentiality and accuracy.

## **Qualifications**

- Education (or a student) in Accounting, Finance or a related field.
- 2–5 years of experience in a professional office setting, including client interaction.
- Experience in an accounting office is a plus.

## **Preferred Skills and Experience**

- Experience with general office work, financial tasks, and MS Office Suite.
- Strong sense of ownership and accountability.
- Demonstrated ability to learn quickly, follow instructions accurately, and maintain a high level of detail.
- Willingness to grow professionally and develop new skills.
- Accounting and tax experience is a plus.

## **Schedule**

- Full-time, on-site position in our Kahului office
- No vacation or time off permitted during tax seasons (January–April and August–October)
- Flexible hours may be available outside peak periods

## **Compensation & Benefits**

- Pay: \$20–\$25 per hour

## **Benefits include:**

- Flexible summer scheduling
- Paid time off
- Health insurance
- 401(k) matching

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