



Regina Kelly - 35

“ Helping small business owners or individuals prepare their tax returns on time is challenging. It's a crunch every year when the season gets busy, but I love the challenge. You have to ask a lot of questions to make sure you have accurate and complete information, and that you're doing everything you can to help people. I get to learn about tax law changes every year and it's interesting to apply that knowledge and figure out how new rules might impact my clients. This job requires attention to detail, good people skills, a commitment to constantly learning, and the ability to meet deadlines. I love it! ”

Occupation:

Tax Preparer

Salary:

\$58,037

Education:

High School Diploma
or Equivalent

Job Description:

Tax Preparers prepare tax returns for individuals or small businesses.*



Job Description:

SOC Code: 13-2082

Top Job Skills:

- Bookkeeping
- Tax planning
- Customer service
- Tax preparation
- Account reconciliations

General Work Activities:

- Mental Processes
 - Examine financial records
 - Verify accuracy of records
 - Update professional knowledge
 - Develop financial plans for clients
 - Schedule appointments
- Interacting With Others
 - Advise others on financial matters
 - Explain regulations, policies, or procedures
 - Correspond with customers to answer questions and/or resolve complaints
- Information Input
 - Calculate tax information
 - Interview clients to gather financial information

Source: SC Works Online Services (SCWOS)

LEARN MORE WITH SCWOS:

SC Works Online Services (SCWOS) is the state's largest job database and provides all of South Carolina's job postings from all major sites, including Monster and Career Builder, in one resource. SCWOS has thousands of positions listed by employers all over the state. To access SCWOS, visit jobs.scworks.org.

Find in-depth breakdowns of occupational statistics such as necessary job certifications, job skills and abilities, current job openings, overview of general work activities, and more by visiting [O*NET.org](https://www.o*net.org).

JOB STATISTICS:



Typical Wage Range

\$27,210 - \$60,780



Projected Growth

187/yr Job Openings



Employed In-State

1,180



Required Education

High School Diploma
or Equivalent



Work Experience

Typically
Requires None



On-the-Job Training

Moderate-Term
On-the-job Training

*Source: Occupational Employment and Wage Statistics (OEWS) and the U.S. Bureau of Labor Statistics.

EXAMPLES OF WORKFORCE AREAS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Upstate
- Greenville
- Worklink
- Upper Savannah
- Trident
- Pee Dee

EXAMPLES OF EMPLOYERS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- HRB Digital, LLC
- Liberty Tax
- NewRez, LLC
- Robert Half
- SolomonEdwards
- PwC Professional

RELATED OCCUPATIONS*:

- Accountants and Auditors
- Bookkeeping, Accounting, and Auditing Clerks
- Credit Counselors
- Personal Financial Advisors
- Tax Examiners and Collectors, and Revenue Agents
- Brokerage Clerks

NOTE: All data based on state averages. Information may vary depending on region, experience, and specific employment situation. Last Updated: 2025.