**Tax Preparer Occupations**

**Labor Market Information Report**

**Chabot College**

Prepared by the San Francisco Bay Center of Excellence

for Labor Market Research

October 2020

# Recommendation

Based on all available data, there appears to be an undersupply of Tax Preparer workers compared to the demand for this cluster of occupations in the Bay region and in the East Bay sub-region (Alameda and Contra Costa Counties). There is a projected annual gap of about 480 students in the Bay region and 110 students in the East Bay Sub-Region.

**Introduction**

This report also provides student outcomes data on employment and earnings for TOP 0502.10-Tax Studies programs in the state and region. It is recommended that these data be reviewed to better understand how outcomes for students taking courses on this TOP code compare to potentially similar programs at colleges in the state and region, as well as to outcomes across all CTE programs at Chabot College and in the region.

This report profiles Tax Preparer Occupations in the 12 county Bay region and in the East Bay sub-region for a proposed new program at Chabot College.

|  |
| --- |
| * **Tax Preparers (13-2082):** Prepare tax returns for individuals or small businesses.
 |
| Entry-Level Educational Requirement: High school diploma or equivalent |
| Training Requirement: Moderate-term on-the-job training |
| Percentage of Community College Award Holders or Some Postsecondary Coursework: 31% |
|  |

**Occupational Demand**

**Table 1. Employment Outlook for Tax** **Preparer Occupations in Bay Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation  | 2019 Jobs | 2024 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Average Annual Open-ings | 25% Hourly Wage | Median Hourly Wage |
| Tax Preparers |  3,656  |  3,893  | 237 | 6% |  2,418  |  484  | $18.35 | $30.56 |

*Source: EMSI 2020.3*

**Bay Region includes** Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties

**Table 2. Employment Outlook for Tax** **Preparer Occupations in East** **Bay Sub-Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation  | 2019 Jobs | 2024 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Average Annual Open-ings | 25% Hourly Wage | Median Hourly Wage |
| Tax Preparers |  791  |  867  | 76 | 10% |  548  |  110  | $14.84 | $27.40 |

*Source: EMSI 2020.3*

**East Bay Sub-Region includes** Alameda and Contra Costa Counties

### Job Postings in Bay Region and East Bay Sub-Region

**Table 3. Number of Job Postings by Occupation for latest 12 months (October 2019 - September 2020)**

| Occupation | Bay Region | East Bay Sub-Region |
| --- | --- | --- |
| Tax Preparers | 1,063 | 361 |

*Source: Burning Glass*

**Table 4a. Top Job Titles for Tax** **Preparer Occupations for latest 12 months (October 2019 - September 2020) Bay Region**

|  |  |  |  |
| --- | --- | --- | --- |
| Common Title | Bay | Common Title | Bay |
| Tax Preparer | 255 | Senior Tax Preparer | 7 |
| Tax Professional | 213 | Bookkeeper/Tax Preparer | 7 |
| First Tax Professional | 173 | Tax Professional Virtual | 5 |
| Preseason Tax Professional | 61 | Pre-Season Tax Professional | 5 |
| Seasonal Tax Preparer | 40 | Income Tax Preparer | 5 |
| Tax Preparer Seasonal | 23 | Tax Professional/Enrolled Agent | 4 |
| Tax Preparer Listing At Half In | 14 | Tax Professional II | 4 |
| Tax CPA Path To Become Advisor | 14 | Tax Preparer And/Or Reviewer | 4 |
| Bilingual Tax Professional - CPA - Remote | 14 | Tax CPA - Path To Become Advisor | 4 |
| Tax Preparer/Bookkeeper | 11 | Senior Auditor/Tax Preparer | 4 |
| Preparador De Cocina | 11 | Preparador De Alimentos | 4 |
| Tax Assistant | 10 | Acquisition Tax Professional | 4 |
| Tax Preparer Listing At Accountemps In | 8 | Tax Senior - Tax Technology & Transformation | 3 |
| Bilingual Tax Professional - CPA - Remote In | 8 | Tax Preparer - Seasonal | 3 |

**Table 4b. Top Job Titles for Tax Preparer Occupations for latest 12 months (October 2019 - September 2020) East Bay Sub-Region**

|  |  |  |  |
| --- | --- | --- | --- |
| Common Title | **East** Bay | Common Title | **East** Bay |
| Tax Professional | 83 | Tax Professional Virtual | 2 |
| First Tax Professional | 79 | Tax Professional II | 2 |
| Tax Preparer | 77 | Tax Preparer/Reviewer | 2 |
| Preseason Tax Professional | 21 | Tax CPA Path To Become Advisor Listing At Half In | 2 |
| Seasonal Tax Preparer | 19 | Bilingual Tax Professional - CPA - Remote In | 2 |
| Tax Preparer Seasonal | 8 | Traveling Tax Preparer - Ctec Or Ea | 1 |
| Tax Cpa Path To Become Advisor | 7 | Tax Preparer/Enrolled Agent/Ctec | 1 |
| Tax Preparer/Bookkeeper | 4 | Tax Preparer/Enrolled Agent For The Tax Season | 1 |
| Senior Auditor/Tax Preparer | 4 | Tax Preparer/Enrolled Agent | 1 |
| Bilingual Tax Professional - CPA - Remote | 4 | Tax Preparer-Individual Tax Returns | 1 |
| Tax Preparer Listing At Half In | 3 | Tax Preparer-Ea/CPA/Ctec | 1 |
| Tax CPA - Path To Become Advisor | 3 | Tax Preparer-Ctec/Ea/CPA | 1 |
| Income Tax Preparer | 3 | Tax Preparer, Bilingual A | 1 |
| Bookkeeper/Tax Preparer | 3 | Tax Preparer Round | 1 |

*Source: Burning Glass*

# Industry Concentration

**Table 5. Industries hiring Tax** **Preparer Workers in Bay Region**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Industry – 6 Digit NAICS (No. American Industry Classification) Codes | Jobs in Industry (2019) | Jobs in Industry (2024) | % Change (2019-24) | % Occupation Group in Industry (2019) |
| Offices of Certified Public Accountants | 1,440 |  1,534  | 7% | 39% |
| Other Accounting Services | 1,249 |  1,279  | 2% | 34% |
| Tax Preparation Services | 494 |  519  | 5% | 13% |
| Payroll Services | 366 |  364  | -1% | 10% |

*Source: EMSI 2020.3*

**Table 6. Top Employers Posting Tax** **Preparer Occupations in Bay Region and East** **Bay Sub-Region (October 2019 - September 2020)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Bay** | **Employer** | **Bay** | **Employer** | **East** Bay |
| H&R Block | 451 | Ram Accountancy Services | 2 | H&R Block | 186 |
| Jackson Hewitt Tax Service | 53 | Neeka Corporation | 2 | Jackson Hewitt Tax Service | 27 |
| Intuit | 50 | Mckinney Company | 2 | Intuit | 11 |
| Block Advisors | 5 | Maxval Cpa | 2 | Tax Care | 3 |
| Tacos Ameca 1 Inc | 4 | Lindi Tax Service | 2 | Mckinney Company | 2 |
| Slater Associates | 4 | Liberty Tax | 2 | Hr Options | 2 |
| Shea Labagh Dobberstein | 4 | Irvin Abrahamson Company | 2 | Clarity Tax Service | 2 |
| Tax Care | 3 | Integrated Wealth Management Group | 2 | Bonnie Buhnerkempe | 2 |
| Smith Company | 3 | Hr Options | 2 | Al Financial Services | 2 |
| Perrin Tax And Accounting Services, Inc | 3 | Fitzpatrick & Tucker | 2 | Unity Council | 1 |
| Integrated Wealth Management Group/Potentia | 3 | Emeryville Tax Services | 2 | United Tax | 1 |
| Ernst & Young | 3 | Eckhoff And Company & Eckhoff Wealth Mang. | 2 | Total Business Care LLC | 1 |
| Eckhoff And Company | 3 | Dragon Tax & Accounting Services | 2 | Taxden Inc | 1 |
| Taxsquad | 2 | CPA Firm Specializing In Tax | 2 | Taxchampion Inc | 1 |
| Softcom Systems Incorporated | 2 | Clarity Tax Service | 2 | Tax Services | 1 |
| San Francisco | 2 | Bonnie Buhnerkempe | 2 | Tax Service | 1 |
| Records In Order | 2 | Bba Tax Inc | 2 | Strand Boyce O'shaughnessy, Cpas, Inc | 1 |

*Source: Burning Glass*

# Educational Supply

There is one (1) community college in the Bay Region issuing four (4) awards on average annually (last 3 years ending 2018-19) on TOP 0502.10-Tax Studies. There are no colleges in the East Bay Sub-Region issuing awards on average annually (last 3 years) on this TOP code.

**Table 7. Awards on TOP 0502.10-Tax** **Studies in Bay Region**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College | Sub-Region | Associates | Certificate Low | Total |
| De Anza | Silicon Valley | 2 | 1 | 4 |
| **Total Bay Region** | **2** | **1** | **4** |
| **Total East** **Bay Sub-Region** | **0** | **0** | **0** |

# Source: Data Mart

Note: The annual average for awards is 2016-17 to 2018-19.

# Gap Analysis

Based on the data included in this report, there is a labor market gap in the Bay region with 484 annual openings for the Tax Preparer occupational cluster and 4 annual (3-year average) awards for an annual undersupply of 480 students. In the East Bay Sub-Region, there is also a gap with 110 annual openings and no annual (3-year average) awards for an annual undersupply of 110 students.

# Student Outcomes

**Table 8. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 0502.10-Tax Studies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2017-18** | **Bay** All CTE Programs | **Chabot College** All CTE Programs | **State** 0502.10 | **Bay** 0502.10 | **East** **Bay** 0502.10 | **Chabot College** 0502.10 |
| % Employed Four Quarters After Exit | 67% | 63% | 66% | 66% | 60% | 59% |
| Median Quarterly Earnings Two Quarters After Exit | $11,466 | $1,332 | $11,275 | $14,016 | $14,877 | $11,903 |
| Median % Change in Earnings | 31% | 28% | 22% | 37% | 61% | 23% |
| % of Students Earning a Living Wage | 53% | 47% | 64% | 55% | 65% | 67% |

*Source: Launchboard Pipeline (version available on (9/30/20)*

# Skills, Certifications and Education

**Table 9. Top Skills for Tax Preparer Occupations in Bay Region (October 2019 - September 2020)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Postings** | **Skill** | **Postings** | **Skill** | **Postings** |
| Tax Preparation | 803 | Spreadsheets | 95 | Adding Machine | 35 |
| Tax Returns | 781 | Tax and Financial Document Review | 94 | Calculation | 33 |
| Customer Retention | 390 | Customer Contact | 87 | Tax Compliance | 33 |
| Accounting | 377 | Federal Tax Returns | 81 | Circular 230 | 31 |
| Tax Planning | 280 | Public Accounting | 76 | Wealth Management | 30 |
| Customer Service | 203 | Retail Industry Knowledge | 68 | Tax Research | 26 |
| Tax Software | 203 | Sales | 58 | Partnership Tax Returns | 24 |
| Bookkeeping | 192 | Prospective Clients | 53 | Generally Accepted Accounting Principles (GAAP) | 23 |
| Audit Planning | 180 | Articulating Value Propositions | 52 | Audit Experience | 22 |
| Appointment Setting | 140 | Brand Awareness Generation | 52 | CPA Firm Experience | 21 |
| Tax Law | 139 | Lifting Ability | 52 | Account Reconciliation | 18 |
| Data Entry | 118 | Product Sales | 52 | Tax Accounting | 17 |
| Quickbooks | 117 | Individual Tax Returns | 47 | Accounting Software | 15 |
| Scheduling | 103 | Financial Statements | 43 | Staff Management | 14 |
| Electronic Data Interchange | 100 | Client Base Retention | 39 | General Ledger | 13 |

*Source: Burning Glass*

**Table 10. Certifications for Tax Preparer Occupations in Bay Region (October 2019 - September 2020)**

Note: 62% of records have been excluded because they do not include a certification. As a result, the chart below may not be representative of the full sample.

|  |  |  |  |
| --- | --- | --- | --- |
| **Certification** | **Postings** | **Certification** | **Postings** |
| Certified Public Accountant (CPA) | 370 | Taxation Certification | 2 |
| Tax Preparation Certificate | 28 | Registered Tax Return Preparer (RTRP) | 2 |
| ServSafe | 11 | Commission License | 2 |
| Certified Tax Professional | 6 | Driver's License | 1 |
| Financial Accounting Standards Board (FASB) | 4 | Certified Treasury Professional (CTP) | 1 |
| Business License | 3 | CA License | 1 |

*Source: Burning Glass*

**Table 11. Education Requirements for Tax Preparer Occupations in Bay Region**

Note: 50% of records have been excluded because they do not include a degree level. As a result, the chart below may not be representative of the full sample.

|  |  |  |
| --- | --- | --- |
| **Education (minimum advertised)** | **Latest 12 Mos. Postings** | **Percent 12 Mos. Postings** |
| High school or vocational training | 326 | 61% |
| Associate Degree | 11 | 2% |
| Bachelor’s Degree or Higher | 194 | 37% |

*Source: Burning Glass*

# Methodology

Occupations for this report were identified by use of skills listed in O\*Net descriptions and job descriptions in Burning Glass. Labor demand data is sourced from Economic Modeling Specialists International (EMSI) occupation data and Burning Glass job postings data. Educational supply and student outcomes data is retrieved from multiple sources, including CTE Launchboard and CCCCO Data Mart.

# Sources

O\*Net Online

Labor Insight/Jobs (Burning Glass)

Economic Modeling Specialists International (EMSI)

CTE LaunchBoard [www.calpassplus.org/Launchboard/](http://www.calpassplus.org/Launchboard/)

Statewide CTE Outcomes Survey

Employment Development Department Unemployment Insurance Dataset

Living Insight Center for Community Economic Development

Chancellor’s Office MIS system

# Contacts

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