



JACKSON HEWITT TAX SERVICE IS SEEKING TAX PREPARERS AND OFFICE MANAGERS

We are Jackson Hewitt Tax Service, the nation's 2nd largest Tax Preparation Firm with approximately 6,000 locations nationwide. We are seeking full and part-time seasonal Tax Preparers and Tax Office Managers for our Lynn, Salem and Beverly locations.

At Jackson Hewitt, we appreciate our team members. Tax Preparer training is available now.

REQUIREMENTS:

- Excellent customer service skills with ability to perform multiple tasks in fast paced environment
- Willingness to learn new skills
- Strong interpersonal and organizational skills
- High School Degree or equivalent related business experience
- At least 18 years of age
- Must have filed own tax return for the last 2 years
- Computer savvy
- Possess basic math skills
- Must be able to obtain certification by state with a PTIN (Preparer Tax Identification Number)
- Office Manager is responsible for operating the many facets of running the office including scheduling, guiding customers and handling customer issues

RESPONSIBILITIES:

- Advises clients in the tax preparation process and prepare and file tax documents
- Answers incoming calls from clients who need tax appointments
- Ensure confidentiality of each client by following Jackson Hewitt procedures
- Grow the business by promoting our services and expanding our client base
- Attend to the needs of clients to inspire them to refer friends and return the next year
- Conducts in-person interviews with clients using the company's tax software application
- Resolves client complaints or refers situations to supervisor for resolution
- Checks all tax returns for accuracy and completeness

BENEFITS:

- Opportunity to make a difference in people's lives
- Competitive compensation – we pay for performance!
- Flexible schedule
- Great team of tax preparers

TO APPLY: Send resume to: mcmjspk@comcast.net

We appreciate your interest in Jackson Hewitt Tax Service. Jackson Hewitt Tax Service is an equal employment opportunity employer. The Company's policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age (40 and over), disability, or any other basis protected by applicable federal, state, or local laws. Jackson Hewitt Tax Service also prohibits harassment of applicants or employees based on any of these protected categories. It is also Jackson Hewitt Tax Service's policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions.