

## **Liberty Tax Fact Sheet**

We are looking to hire about 40 people in the next 20 days. Our jobs are

Tax Preparers

Bi-lingual Tax Preparers

Guerilla Marketing Personnel (To be hired later)

Wavers (To be hired later)

Receptionist (To be hired later)

### **Tax Preparers**

- Successfully completes Tax Preparer Certification (equivalent to 60 hours of classwork) or be CTEC registered
- Conducts in depth interviews with clients and obtains all information needed to prepare tax returns
- Good communicator
- Organized
- Personable

#### **Our Tax School will start next week**

- Monday-Friday
- Starting Wednesday, December 21, 2011
- Ending Thursday, January 5, 2012
- 5:00pm-10:00pm
- State law requires a minimum of 60 hours to become a certified tax preparer
- Tax School is FREE
- Small book fee of \$229
- Certification can be used all year long for any agency
- Qualified candidates will be hired upon completion of tax school on January 5, 2011
- Qualified candidates will be required to attend a PAID training (\$8.00 ph) on **Saturday, January 7, 2011**
- The store will open on **Sunday, January 8, 2011**

Wages for Tax Prepares start at:

\$8.50 per hour, plus 4% bonus OR

\$9.50 per hour, plus 3% bonus OR

\$10.50 per hour, plus 2% bonus