



@ Workforce Solutions-Astrodome  
9315 Stella Link, Houston, TX 77025

Tuesday, November 22, 2016 »» From 9am-1pm

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## PART-TIME TAX PROFESSIONAL OPPORTUNITIES VARIOUS LOCATIONS IN HOUSTON

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- ✓ Conduct face-to-face tax interviews with clients
- ✓ Prepare customers tax returns
- ✓ Generate business growth, discuss products and services
- ✓ Provide IRS audit support
- ✓ Support office priorities through teamwork and collaboration
- ✓ High school diploma or equivalent
- ✓ Ability to effectively communicate in person and in writing
- ✓ Experience working in a fast-paced environment
- ✓ Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course<sup>2</sup>
- ✓ Must complete 18-hour continuing education requirement and meet all other IRS and applicable state requirements

Candidates must pass background check. Convictions will be reviewed on a case by case basis; convictions will not necessarily bar a candidate's employment.

**JP#7157589**

*Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. (Please request reasonable accommodations 48 hours in advance.)  
Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711*