



# H&R BLOCK®

H&R Block will be recruiting openings  
located in Southern NH & Merrimack Valley MA

## Tax Preparer Experienced or Entry Level

Full Time Job # 9519012 & Part Time Jo# 9519013

**Temporary Seasonal Opening:** (January - April) - Various Shift Hours

**Tax Professional:** Seeking seasonal Tax Preparers who want to grow their career and be a part of our network of expert professionals who enjoy serving clients with diverse tax needs. Bilingual candidates strongly encouraged to apply! We offer competitive pay, flexible schedules, advanced tax training, and career advancement opportunities.

**Tax Professional duties include:**

- Conducting face-to-face tax interviews with clients
- Preparing complete and accurate tax returns
- Generating business growth, increasing client retention, and offering additional \ products and services
- Providing IRS audit support
- Support office priorities through teamwork and collaboration

**Required Skills & Experience:**

- High School Diploma or equivalent
- Ability to effectively communicate in person and in writing
- Experience working in a fast-paced environment

**Mandatory:**

- Successful completion of the H&R Block Income Tax Course or H&R Block Tax Knowledge Assessment Test
- Must complete 18-hour continuing education requirement and meet all other IRS and applicable state requirements for experienced tax preparers

**Wednesday, September 20, 2017  
(9:00am to 12:00pm)**

**ValleyWorks Career Center - Haverhill**  
Northern Essex Community College  
Student Center - Room SC118  
100 Elliot Street, Haverhill, MA

# RECRUITMENT