

FINDING WORK



H & R BLOCK

The Company

H&R Block has been serving Canadians for well over 40 years. As the country's leading tax service company, they provide fast and accurate tax preparation services, offering reliable bookkeeping and accounting support. In 1964, H&R Block opened its first franchised operation in Canada. The next year, it opened its first company-owned operation. Today, H&R Block Canada Inc. prepares two million tax returns annually, making it Canada's leading tax preparation firm. For more information about the company, see www.hrblock.ca.

H & R Block tax services in Vermilion opened its franchise office in 1997 and is independently owned. The company provides the following services: personal, business, corporate and farming tax preparation and trust returns, full service bookkeeping for small and large businesses. The company employs three full time employees locally, and one part-time employee who works full time during tax season.

The Ideal Candidate

The ideal candidate will have the following attributes:

- Maturity
- Ability to work well with people and promote good client relations
- Computer literate in Microsoft applications including Word and Excel
- Good communication skills
- Willingness to take tax preparation courses



Hours of Work

Hours of work are typically Monday to Friday from 9:00 a.m. to 5:00 p.m. except during tax season when the hours are extended as follows:

Monday, through, Friday

9:00 a.m. to 6:00 p.m.

Saturday

9:00 a.m. to 5:00 p.m.

Bookkeeper

- Should have diploma in bookkeeping from recognized accredited college
- Should have a minimum of 2 years experience
- Must be willing to complete required tax courses through H & R Block



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

- Meets with the client, establishes the bookkeeping requirements and ensures the client understands his/her responsibilities and the responsibilities of H & R block in the process
- Sorts and organizes client records
- Inputs client data using Simply Accounting
- Produces reports, and completes each bookkeeping procedure, payroll, GST returns, government forms, according to policy and procedure
- Must have effective communication skills (verbal and written)
- Able to work independently
- Excellent organization skills, and effective time management
- Willingness to work flexible hours and some overtime if required

Client Service Representative (Seasonal)

- High school diploma or equivalent
- Ability to operate a computer and applicable software packages
- Must be willing to work flexible hours
- Greets and welcomes each client in a cheerful and professional manner and determines client's service needs
- Assigns client to an appropriate associate
- Remains current with other H & R Block products and services and promotes and provides information on company's tax and financial products
- Relays calls and responds to telephone enquiries. Provides basic information about services and fees
- Receives and secures cash, cheques, debit/credit receipts, and balances the cash as part of closing procedures
- Records all transactions in point of sale computer and completes bank deposits.
- Schedules appointments for office staff

- Assembles client folders as required, maintains confidentiality of files and files completed returns
- Maintains proper office appearance and cleanliness

Tax Professional (Seasonal)

- Must have Level I Tax Course with a grade of 80% or better, or equivalent training
- Proficient in the English language – both oral and written
- Proven customer service skills
- Ability to work independently and to support team-based initiatives as required.
- Conducts interviews for the purpose of preparing tax returns
- Provides tax information and offers appropriate tax-saving suggestions
- Practices excellent client service techniques to maximize the number of new and returning clients
- Compiles the required documentation for Efile and Cash Back service
- Collects all payments according to current company policy and procedures
- Assists other associates in the office as required for the purpose of enhancing the client experience

Training

Ongoing in-house training including H & R Block DTMax and CIS is provided to all employees. Entry Level Tax Preparer Course is available from September to December for one day a week.

Salaries and Benefits

Salaries are paid in accordance with qualifications and experience. A small benefit package is available for full time employees after completion of a 3-month probationary period. H & R Block provides a friendly, flexible working environment in an air conditioned office.

How to Apply

Vacancies are typically advertised in local newspapers. Interested applicants are encouraged to apply in person, by fax, e-mail or snail mail to:

Jodie Sharp
H & R Block
5110 – 50 Avenue
Vermilion, AB T9X 1B1

Tel: 780 853-5282
Fax: 780 853-6702
E-mail: j_sharp@telus.net