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Seasonal Positions 2018
Transmitting Office Specialist
Position lasts November – April

Description

Under the direction of the Tax Services Manager and the Director of Financial Programs, the Transmitting Office Specialist is responsible for the setup and maintenance of tax software provided by the IRS. The Transmitting Office Specialist plays a vital role in ensuring that rejected tax returns are processed in a timely manner. This position is a 20-25 hour/week position November-April.

Job Responsibilities

- Ensures that the tax software has been updated with required site information
- Provides overall support and guidance on all software updates to the Tax Services Manager
- Sets up print packages, templates, surveys, all volunteer and staff User IDs
- Corrects rejected tax returns in a timely manner
- Makes phone calls to clients about missing or incorrect information
- Explains the errors that prevent the tax return from being accepted by the IRS
- Obtains additional information necessary to correct the tax return
- Transmits tax returns to the IRS
- Processes acknowledgements of returns filed with the IRS
- Gathers and analyzes data for various reporting purposes
- Files client paperwork
- Protects confidential client information
- Other duties as assigned

Basic Qualifications

- Experience providing customer service
- Comfortable working with a variety of software
- Certify at the advanced level of tax preparation (training provided)

How To Apply: Please send a cover letter, resume and three references to resume@foundcom.org. Type **“Transmitting Office Specialist”** in the Email Subject Line. No phone calls or visits. No duplicate applications. This is a part-time position. Our seasonal positions pay \$13-16 per hour depending upon a candidate's experience and the position's responsibilities.

NOTE: Applicants who do not follow ‘How To Apply’ instructions will not be considered.

Deadline to Apply: DECEMBER 1ST, 2017

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.