



COMMUNITY TAX CENTERS SEASONAL POSITIONS Transmitting Office Specialist

Seasonal Position: December 2018 – April 2019

Foundation Communities seeks to form a team of energetic, enthusiastic individuals who can help us serve over 20,000 clients at our Community Tax Centers (CTCs) for the 2019 tax filing season. CTC employees make a tremendous impact in the Austin community while gaining meaningful non-profit experience working for a well-respected organization. Under the direction of the Transmitting Office Manager, transmitting office specialists work to resolve electronically transmitted returns that have been rejected, troubleshoot tax return diagnostic issues, and assist in other administrative work. Transmitting office specialists work exclusively at the Community Financial Center South location (2600 West Stassney Lane). Full-time and part-time positions including weekdays, evenings, and weekends are available.

Job Responsibilities

- Assist Transmitting Office Manager to ensure all returns are transmitted (as applicable) and all rejected returns are resolved correctly, professionally, and in a timely fashion.
- Communicate with taxpayers as necessary regarding missing or incorrect tax return information and, as necessary, effectively explain any issues that arise in transmitting the return.
- Assist Transmitting Office Manager to configure tax software settings for each tax site (e.g. entering unique site information; customizing print packages, templates, and survey of questions within tax returns; activating/reactivating user IDs).
- Serve as point of contact for site managers and resource in resolving software and return-related issues.
- File client paperwork and maintain organized records in the Transmitting office.
- Effectively use email, scanning software, Google Drive, and other technology in program operations.
- Protect client confidentiality.
- Other duties as assigned.

Essential Skills

- Bilingual in English and Spanish (both in speaking and writing)
- Professional demeanor with excellent communication, customer service, and organizational skills
- Comfortable with technology and ease in learning new software/programs

Requirements

- Complete specified tax certifications by 5pm on January 20, 2019 (training provided)
- Attend all of the following training sessions: (all start and end times are approximate):
 - New Hire Orientation: Saturday, December 1, 2018 from 9am-12pm (alternate: Jan 2 from 10am-1pm)
 - Tax training: December 5 and 6 from 5:30-9:30pm, December 11 from 10am-4pm
(Alternative dates: January 2 and 3 from 5:30-9:30pm, January 14 and 15 from 6-9pm)
 - Operations & additional tax training: (day and evening/weekend option available for most trainings)
 - [#1] Jan 2 from 1:30-4:30pm or Jan 7 from 6-9pm [#2] Jan 3 from 1:30-4:30pm or Jan 8 from 6-9pm
 - [#3] Jan 8 from 9am-12pm or Jan 9 from 6-9pm [#4] Jan 8 from 1-4pm or Jan 12 from 9am-12pm
 - [#5] Jan 10 from 9am-12pm or Jan 19 from 9am-12pm
 - [#6] Jan 9 from 9am-12pm or Jan 12 from 1-4pm [#7] Jan 9 from 1-4pm or Jan 19 from 1-4pm
 - [#8] Jan 5 from 10am-1pm (no alternate date) [#9] Jan 5 from 1:30-4:30pm (no alternate date)

To Apply: Please submit your resume, cover letter, and three references to seasonaljobs@foundcom.org. Enter “**Transmitting Office Specialist**” in the email subject line. In your cover letter, please specify your availability. This position pays \$14 per hour.

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