



ADMINISTRATIVE ASSISTANT

- Assist the store manager in reaching the store sales goal.
- Responsible for making sure the tax payer has completed all the tax forms prior to sitting down with a tax preparer to prepare his or her taxes.
- Responsible for scanning in a valid ID, Social Security Cards for the tax payer into the Crosslink's system.
- Make sure the store as well as the bathroom is cleaned up at the end of each business day (**Review the Tax Expert Cleaning Form for cleaning details**).
- Make sure the clip boards are stocked with the tax forms at all times.
- Make sure the store phone is answered at all times and forward the messages to the correct employee.
- Responsible for making sure all the incoming traffic is logged in on the marketing traffic form as well as in the Crosslink database correctly and place the completed forms in the Marketing Traffic form binder.
- Make sure the supply room is maintained, straighten out and clean at all times.
- Obtain a weekly count from the store manager and fax the count over to **ATTN: Annetta Powell at (248)-856-0629**.
- Complete a quality control on each file prior to disbursing a check to the tax payer to make sure the tax payer file is 100% complete.
- Keep track of all the referrals and inform the store manager once someone qualifies to receive a referral check for his or her referrals from the Tax Experts.
- Prep the tax payer tax return for the tax preparer.
- Greet the tax payer clients professionally.

I understand the job description and I agree to perform all job duties listed above.

Name

Date
