



## TAX PREPARER JOB DESCRIPTION

- Assist manager in reaching the store sales goal.
- Review and make sure each tax payer has completed **ALL** the tax forms prior to preparing the tax payer tax return.
- Make sure the store is cleaned up at the end of each business day (**Review the Tax Expert Cleaning Form for cleaning details**).
- Make sure you complete a quality control on each tax payer file to make sure the file is 100% completed and in order per the Tax Expert order form policy before you file the tax payer folder away (**Review Tax Expert client checklist**).
- Make sure the supply room is maintained, straighten out and clean at all times.
- Responsible for making sure your timesheet is 100% completed so that your store manager can forward your timesheet to corporate so that you can receive your check on the scheduled pay day.
- Responsible for marketing yourself to drive traffic into the store to help build your clientele.
- Responsible for making sure you log the incoming traffic into the Crosslinks database system **CORRECTLY**.
- Answer the store phone if the administrative assistant is not able to answer the phone.
- Assist with making sure the Tax Expert flag is outside in front of the store.
- Assist the store manager as needed on daily basis.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date