

Date: Tuesday, August 22, 2017
Time: 11am to 1pm
Contact: New York State Department of Labor
Phone: 585-258-8815
Web Site: www.hrblock.com



**Department
of Labor**

**H&R
BLOCK**

Opportunity

Come meet a Recruiter and see what a career with
H&R Block can offer you!

- ❖ **Client Service Professional:** Seeking seasonal receptionists to join our network of professionals and deliver an outstanding client experience.
 - High School Diploma or equivalent, Experience working in a fast-paced environment, Previous experience in a customer service environment
- ❖ **Tax Professional:** Seeking experienced seasonal Tax Preparers who want to build their book of business and advance their tax knowledge to join our network of professionals, serving clients with diverse tax needs.
 - High School Diploma or equivalent, Experience in accounting, finance, bookkeeping or tax, Experience completing individual returns, Tax planning and audit support, Ability to effectively communicate in person and in writing, Experience working in a fast-paced environment, Successful completion of the H&R Block Tax Knowledge Assessment or equivalent, Must complete 18-hour continuing education requirement and meet all other IRS and applicable state requirements
- ❖ **Office Manager:** Seeking retail office managers eager to advance their career by accelerating our seasonal business and leading a dynamic team of professionals to deliver exceptional customer service.
 - High school diploma or equivalent, Strong communication and organizational skills, Demonstrated aptitude for sales plan execution and desire to grow the business, Leadership and supervisory skills to guide and develop associates, Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course, Must complete 18-hour continuing education requirement and meet all other IRS and applicable state requirements

**Recruitment Event:
NYS Dept of Labor/RochesterWorks
276 Waring Road
Rochester, NY 14609
Tuesday, August 22, 2017
From 11am to 1pm**

For additional information about the above positions please go to <http://newyork.us.jobs/> and search by job id.
Client Service Professional- NY1222973, Tax Professional- NY1222977, Office Manager- NY1222980