



Wayne Metropolitan
Community Action Agency
Established 1971

NOW HIRING

Tax Preparers Tax Site Coordinator*

Entry Level Positions – No Experience Required

Temporary positions - January to April 2018
Location: Wayne County
Wages: \$13.50-\$16 per hour

Essential Functions

- Greet and assist clients through the intake, tax preparation and quality review process.
- Provide an accurate tax return upholding the highest quality and ethical standards.
- Complete intake/interview with client to obtain information and verify documents.
- Facilitate integration of Wayne Metro programs, saving products and services.
- Comply and follow security, privacy, confidentiality and standard of conducts set by the IRS and Wayne Metro.
- Assist in preparation and completion of data entry of files.
- Assist in efforts to promote and increase capacity of the Tax Program.
- Attend trainings and assist in organizing community events.

Minimum Requirements

- High School Diploma or GED
- Ability to pass background check and drug screen
- Valid Driver's License

**•Tax Site Supervisor position requires additional education and experience in finance.
Please refer to www.waynemetro.org for the full job description.**

Apply at www.waynemetro.org/careers

Wayne Metropolitan Community Action Agency is an Equal Opportunity Employer EOE/M/F/D/V