



Job Fair/ Tax Workshop

Marketable Skills ... Professional Development

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Objectives of Job Fair



Introduce

Introduce Pure Logic Tax Service to prospective Employees and Contractors

Describe

Describe Qualifications for Available Positions

Collect

Collect Information Required to submit Job Application

Introduce Me! Introduce You!

Pure Logic Tax Service gained a market share in document preparation as an authorized e-file provider because of our dedication to serving the public with strategic tax law planning and preparation. Founded by Angela McCormack in 2007, Pure Logic Tax Service has advanced onward to meet the challenges of the technological demands of the workplace and the world economy.

Pure Logic Tax Service offers a full service, year round data analysis and bookkeeping contract as well as tax prep for individual, business, not for profit, for profit corporations, LLC, Farm, Rental, and Estate. We are also Independent Financial Advisors and Estate Planners which means we work for our clients, not the securities companies.

Pure Logic Tax Service offers audit and appeals services and can offer taxpayer's unlimited tax law representation. That means we can represent our clients all the way to Federal Tax Court!

Introduce yourself!

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Describe

Above all, be confidential!! A typical day for a Receptionist at Pure Logic Tax Service will consist of being friendly and encouraging to waiting tax clients, answer the phone, book appointments via Google Calendar, make Client Calls based on information provided by Tax Agents, collect signatures, and collect payments via QB POS, copy and fax documents, check client portal for updates, check website for refund updates for clients. All of this in a high stress environment. (Legal Job Description will be provided at time of employment) No continuing education required. Bonus incent. Available for position. W-2 earnings/hourly plus possible bonus on 1099 MISC. A Pure Logic Tax Service receptionist must be willing to go above and beyond offering exceptional service to every tax payer, no matter their tax bracket, gender, or race.

Receptionist

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Describe

Tax Specialist

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Above all, be confidential!!

Tax Specialist are required to obtain a PTIN, Participate in Continued Education Courses, BUILD A CLIENT BASE, W-2 & (w/compensation in form of Bonus-1099-Misc.), host 1 event per quarter at a local benefit or community event, small business, or government workplace, be available for full time and possibly overtime hours if needed between the months of January-April. A Pure Logic Tax Specialist must be willing to go above and beyond to offer exceptional service to every taxpayer, no matter their tax bracket, gender, or race.



Describe

Professional Development Agent

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Above all, be confidential!! A Pure Logic Tax Professional Development Agent must be a skilled tax professional, must be self-motivated, and excel in client retention. This professional will exhibit proficient skills and qualifications listed in both receptionist and Tax Specialist Job Descriptions. They will also be required to delegate and manage designated districts and practice strong leadership skills to build brand. A Pure Logic Tax Professional Development Agent must be willing to go above and beyond to offer exceptional service to every taxpayer, no matter their tax bracket, gender, or race. Year round, continuing education and technology training required.



Describe

Client Case Development Agent

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Above all, be confidential!! A Pure Logic Tax Client Case Development Agent should be proficient in data analysis, data entry, and communications between databases required to support a “live” service. This consists of several software applications and communications between them. A Pure Logic Tax Client Case Development Agent must be willing to go above and beyond to offer exceptional service to every taxpayer, no matter their tax bracket, gender, or race.

Collect

W-4

W-9

I-9

W-12

Email preference/password if app
Application

Continuing Education Information

Comm preference

Set up portal access

Client Organizer

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