NIEFS
NORTH ISLAND EMPLOYMENT

Tax Professional
Seasonal

Campbell River Region
Campbell River

Monday November 23, 2026

$21 - $25/ hour (Commission based)

Company: H&R Block

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Please send your resume to Richard Choy at richard.choy@hrblock.ca

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Expiry Date:

Monday, December 07, 2026

Details:

Tax Professional For over 55 years, H&R Block has prepared taxes for millions of Canadians annually. Headquartered in Calgary, Alberta, we serve taxpayers in more than 1,000+ offices, through our upload from home service, and online with our DIY tax software. Our dedicated team of Tax Experts use the latest in electronic processing and filing technology to prepare all types of returns, including personal, small business, corporate, farm, trucker, fishing, U.S., rental and estate. Becoming an H&R Block Associate it is an opportunity to grow with the strongest brand in the tax preparation industry. We are looking for people who want to provide help and inspire confidence in our clients and communities. We know that the ability to deliver outstanding client service starts with having the best talent on our team, and if you want to be part of our success story then we want to hear from you! The Opportunity The tax professional is responsible for conducting client interviews and subsequently preparing tax returns such a way that the client pays the least possible amount of tax as prescribed by law. He/she is also responsible for implementing Block customer service and public relations programs, office procedures, and reporting systems. Key areas of Responsibility: • Conducts interviews for the purpose of preparing complete, accurate tax returns utilizing Block’s customer service and programs. Provides tax information and offers appropriate tax-saving suggestions. • Practices excellent client service techniques to maximize the number of new and returning clients, not limited to but including contacting prior clients through the company Client Connect as directed. • Completes the required documentation for Efile and Instant Refund service and delivers these services according to company procedures. • Collects all payments according to current company policy and procedures. • Reviews the status of COD, Hold & Drop-Off returns on an ongoing basis, following up with clients as necessary and reviews bulletin board items and responds accordingly. • Answers questions or handles inquiries from clients and other Block Associates, in person or on the

phone and conducts any necessary research that may be required to provide complete and accurate responses. • Assist other Associates in the office in a team environment as required for the purpose of enhancing the client experience. • Demonstrates competency in the area of income tax knowledge and utilizes Block’s continuing professional education programs to attain, maintain, and strengthen tax expertise. • Performs other duties as assigned. Benefits: • Casual dress • Company events • Flexible schedule • On-site parking • Tuition reimbursement Do you have a passion for taxes, along with the skills and qualifications required for this GREAT opportunity?

Qualifications & Experience:

Required training will be provided. Key Qualifications: • The Level I Tax Course with a grade of 80% or better, or an acceptable equivalent to tax training school. • Proficiency in the English language - both oral and written • Proven customer service skills. • Effective verbal and written communications skills, detail-oriented, organizational, math and analytical skills. • Understanding and previous use of a Windows-based computer system. • Understanding and previous use of tax preparation software and other applicable software is preferred. • Ability to work both independently and to support team-based initiatives, as required.
