

## Job Summary

**Order Number:**

NY1147199

**Date Job Order Received:**

09/29/2015

**Number of Openings:**

8

**Company Name:**

Pupilo Agency Inc.

**Job Title:**

Tax Preparer

**Minimum Experience Required:**

4 months

**Job Description:**

1/1/16-5/31/16: Temporary Job Available (H-2B): Tax Preparers. Prepare personal income tax. Work hours: 9 AM-6PM with one hour lunch. 40 hours per week, no overtime available. Must have 4 months of experience. Employer will use a single workweek as its standard for computing wages due. Worker will be paid every two weeks. The employer will make all deductions from the worker's paycheck required by law. If the worker completes 50% of the work contract period, employer will reimburse the worker for transportation and subsistence. Upon completion of the work contract or where the worker is dismissed earlier, employer will provide or pay for worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of \$11.86 per day (without receipts) during travel to a maximum of \$46.00 per day (with receipts). The employer will reimburse the H-2B worker in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government, incurred by the H-2B worker (but will not include passport expenses or other charges primarily for the benefit of the worker). The employer will provide to the worker, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned, in accordance with 20 CFR 655.20 (k). The applicability of the three-fourths guarantee, offering the worker employment for a total number of work hours equal to at least three fourths of the workdays of each 12-week period. Interested applicants send resume via email to: Raquel Lopez at: jimmy.100@pupiloagency.com. or Call 914-837-4501 for an Appointment. And also contact the New York State Department of Labor: Yonkers Employment Center 20 South Broadway, 12th Floor Yonkers, NY 10701 (914) 965-9500 Reference job order: NY1147199

**Job Location:**

206 South Broadway  
Yonkers, New York

**Pay:**

\$33.53 - \$33.53 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

40

**Duration:**

Full Time, Temporary

**Work Days:**

Monday thru Friday

**Shift:**

First (Day)

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by telephone, or by email:

Phone: Lopez, Raquel (914) 837-4501

Email: jimmy.100@pupiloagency.com