



**Specialisterne Recruitment Guide**  
**PwC Pilot – Tampa, Florida**  
**October 30 – November 30, 2017**



## Executive Summary

PwC’s accounting practice originated in London well over a century ago. As times changed and PwC expanded worldwide, our commitment to clients—never wavered. With us, you’re always supported by a global network of more than 223,000 people in 157 countries with one goal: to help your business thrive.

PwC’s professional services include audit and assurance, tax and consulting that cover such areas as cybersecurity and privacy, human resources, deals and forensics. We help resolve complex issues and identify opportunities across these industries.

<u>Aerospace and defense</u>	<u>Asset and wealth management</u>	<u>Automotive</u>
<u>Banking and capital markets</u>	<u>Business and professional services</u>	<u>Chemicals</u>
<u>Communications</u>	<u>Energy and mining</u>	<u>Engineering and construction</u>
<u>Entertainment and media</u>	<u>Health industries</u>	<u>Financial services</u>
<u>Forest, paper and packaging</u>	<u>Industrial manufacturing</u>	<u>Health services</u>
<u>Hospitality and leisure</u>	<u>Law firm services</u>	<u>Industrial products</u>
<u>Insurance</u>	<u>Pharmaceuticals and life science</u>	<u>Metals</u>
<u>Private company services</u>	<u>Private equity</u>	<u>Power and utilities</u>
<u>Real estate</u>	<u>Retail and consumer</u>	<u>Public sector</u>
<u>Transportation and logistics</u>		<u>Technology</u>

## Highlights

- Prestigious, industry leading employer
- Globally recognized experts in autism employment
- Targeted employment opportunities for autistic individuals
- Non-traditional recruitment process
- Up to 5 roles
- Two 5-hour Informational Workshop
- 4-week Assessment program at the company site
- Leadership awareness provided to improve inclusion approaches
- Job offers for qualified candidates



## Objective

Expand the labor pool to include talented autistic individuals. Screen, assess, and evaluate individuals based on specific job descriptions in an integrated, corporate setting.

## Mission Statement

To educate stakeholders in talent and career development for autistic people through innovation, collaboration and knowledge sharing.

## Timing

Specialisterne is currently sourcing individuals to participate in one of the two Specialisterne Informational Workshops scheduled for October 17 & 18, 2017. Those individuals with the interest, aptitude, and skills for a high probability of success will be invited to participate in the 4-week program. This 4-week program is expected to start October 30, 2017. It will be a 4-weeks, full time (5 days a week with 6 - 8 hour days). Job offers will be extended to the most qualified candidates for full-time employment shortly after the 4-week program is completed.

## IMPORTANT DATES

- Information workshop – either October 17 or 18
- Assessment Program schedule:
  - Week 1 – October 30 – Nov. 3
  - Week 2 – Nov. 6 – 10
  - Week 3 – Nov. 13 – 17
  - Thanksgiving week break
  - Week 4 – Nov. 27 – 30-*last week only 4 days*

**\*\*\*Participation in the program DOES NOT guarantee employment.**



## Organization

**Specialisterne** (which translates from Danish as “The Specialists”) is an innovative social business originally founded in Denmark in 2004. Specialisterne is internationally recognized as the first and foremost example of how high functioning autistic individuals can become effectively included in society, and provide valuable, high quality services to their employers.

Specialisterne USA works to enable 100,000 jobs for autistic people in US.

**The Arc Tampa Bay** has been providing services to individuals with intellectual and developmental disabilities since 1958. The Mission of The Arc Tampa is to support and empower people with intellectual and developmental disabilities. Recognized on a state and national level, The Arc Tampa Bay strives to meet the needs of the community and its stakeholders by offering a full range of serves, from employment services, residential placement, applied behavior analysis, and therapeutic day program services. Our focus is ensuring that individual goals are achieved by offering supportive assistance. The Arc Tampa Bay is headquartered in Clearwater, FL and serves over 250 individuals on daily basis in the Tampa Bay area.

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## Skills Evaluation, Assessment, and Selection Process

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Applicants for this pilot program will be evaluated, assessed and selected according to the standard Specialisterne methodology. The Informational Workshops will be conducted so applicants can be introduced to Specialisterne’s Assessment process as well as PwC and the positions that are available.

Those demonstrating appropriate interest and aptitude at the workshops will be invited to participate in a 4-week skills evaluation and assessment program in Tampa, Florida. The available slots are limited.

A committee of Specialisterne and PwC employees will make the selection of the candidates for the 4-week program. Those not selected for this program may elect to continue working with Specialisterne and the community partner in identifying alternative programs and employment opportunities.



During this phase of the program, individuals will be introduced to concepts such as SCRUM Agile Methodology, Microsoft Excel functions such as pivot tables, macros and vlookups, business acumen and presentation skills.

**\*\*Participation in the skills evaluation and assessment program DOES NOT guarantee employment.**

## **Employment Outcomes**

All positions included in this program are FULL TIME positions.

## **Location**

The assessment program, as well as the potential future job duties will take place in Tampa, Florida.

## **Application Process**

The application process for the Specialisterne Informational Workshops and for the Skills Evaluation and Assessment Program is managed by Specialisterne USA.

Space is limited, inquiries and resumes should be sent directly to:

**contact.usa@specialisterne.com**

Candidates are also asked to share their information by completing the survey with Specialisterne at:

<https://www.surveymonkey.com/r/SPUSA733>

## **Job Description - Tax Process Specialist Role**

### **Position/Program Requirements**

Minimum Year(s) of Experience: 0

Degree Preferred: Bachelor's degree in Accounting, Finance or Business related; or the anticipated and successful completion of a Bachelor's degree in Accounting, Finance or Business related field within 12 months of hire.

### **Knowledge Preferred:**

- Demonstrates some knowledge of, and/or proven record of success in, roles involving tax return processes and e-filing tax returns, including in the following areas:
- Setting up the internal technology tools used to manage tax return processes;
- Preparing and filing tax extensions;
- Preparing data on relevant tax forms, reviewing and transmitting;



- Receiving and organizing client data;
- Collecting, verifying, identifying outstanding information, and filing and notifying engagement team when complete;
- Receiving, sorting, processing and inputting external K1 tax return forms;
- E-filing tax returns, including clearing diagnostics, submission of returns, clearing rejections, filing confirmations, engagement team notification;
- Understanding the process workflows related to work requests from initiation through completion; and,
- Demonstrating teamwork dynamics by working as a team member; understanding individual and team roles; contributing to a positive working environment by building solid relationships with team members; and proactively seek guidance, clarification and feedback.

**Skills Preferred:**

Demonstrates some abilities, and/or proven record of success, with e-filing tax returns and related processes, leveraging various technologies to do so (i.e., Microsoft Office suite, tax software programs, etc.), including in the following areas:

- Following guidelines and learnings to maximize processes and delivery of high-quality results;
- Working independently, prioritizing work, and multi-tasking within in fast-paced environment;
- Performing continuous training to proactively learn new processes, and a general interest in business and working with numbers;
- Understanding and meeting deadlines, including following up with stakeholders, as necessary; and,
- Supporting engagement teams across a US-based professional consulting services firm.