# Technology Needs Template

## Certified Public Accountant (CPA)

The CPA is a senior position at a tax preparation company. The CPA will be not only handling sensitive customer data from personal tax returns but also preparing tax returns for corporate clients. The CPA is also responsible for the personal tax returns filled out by the tax and data-entry specialist employees.

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| Hardware Components |  |
| Software |  |
| Security Measures |  |
| Human Computer Interaction (HCI) |  |
| Networking Equipment |  |

## Tax Specialist

The tax specialist has the dual role of entering data and verifying that tax returns are correct. This position involves customer interaction in gathering data for minimizing taxes owed or maximizing tax refunds.

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| Hardware Components |  |
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## Data Entry Specialist

This position requires data entry for personal tax returns for customers who walk in the door. Although the data-entry specialist works with sensitive customer data, they do not have access to the tax returns once the returns are submitted to the tax specialist for review.

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