

COMMUNITY IMPACT TEAM TAX SERVICES

GENERAL PURPOSE OF THE POSITION:

Assist with the delivery and promotion of RUW Tax Sites and Events.

WAGES & FLSA STATUS: \$16.00/hour, Non-Exempt (P/T) Seasonal

SCHEDULE: 580 hours per year total maximum

Off season (Nov – Dec) 8-10 hrs per week (average)

Tax Season (Jan – May) 22 hrs per week (average)

Must be able to work a flexible schedule according to Tax Site openings, which may include afternoons, early evenings, and weekend hours.

REPORTS TO: Tax Team Lead

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provide general oversight of tax sites in accordance with all IRS requirements
- Support and guide volunteers in accordance with all IRS requirements
- Ensure all e-file returns are completed efficiently and accurately
- Gather and submit tax site statistics for reporting purposes
- Assist with the training of certified tax preparation volunteers
- Ensure all quality control surveys are completed and returned
- Support collaborative relationships with financial stability partners
- Provide general program support to financial stability initiatives

QUALIFICATIONS/REQUIREMENTS:

- Must be detail oriented
- Able to identify and resolve problems in a timely manner
- Able to prioritize and plan work activities and use time efficiently
- Must have excellent customer service skills
- Must be able to supervise volunteers and clients on site
- Must be proficient with computers
- Must have ability to work with little supervision
- Able to meet deadlines
- Must have the use of a reliable vehicle for transportation to outside meetings.

EDUCATIONAL PREREQUISITES:

- IRS Certification required (provided on job)

PHYSICAL AND MENTAL DEMANDS:

Requires sitting for long periods of time at a computer and keyboarding for up to 4 hours a day. Requires the ability to multi-task between program duties and various tax site locations throughout Planning District 16 (Stafford County, Fredericksburg, Spotsylvania County, Caroline County, and King George County). Typically lifts tax program files, computer equipment and storage boxes of 25-50 lbs.

SKILL AND EXPERIENCE PREREQUISITES:

- Minimum of 1 year experience in tax preparation preferred
- Experience working with nonprofits and/or financial institutions preferred
- Bilingual (Spanish) preferred but not required

PROFESSIONAL EXPECTATIONS:

- Maintains confidentiality of all client records
- Complies with all IRS requirements
- Work as a team member with staff and volunteers
- Complies fully with the corporation's Code of Ethics.
- Completes all assigned responsibilities.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.