

**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: Tax Site Assistant
PROGRAM: Tax Clinic, Financial Services
SALARY: \$13-\$14/ hr.—based on experience
CLASSIFICATION: Contract/ temporary position

DEFINITION AND PURPOSE:

Assist with the coordination of TAP's Tax Clinic, the goal of which is to help low-income people access the Earned Income Tax Credit (EITC), as a tool for upward mobility. Position involves preparing federal and state income tax returns using IRS online system, communicating with the public about the program and the EITC, marketing the tax clinic services to TANF recipients and taxpayers with income less than \$54,000, recruiting tax clinic volunteers and overseeing provision of services to clients at the clinic site. This position will begin in January 2018 (date TBD) and will end April 15, 2018. **This is a temporary, part-time contract position working 25-30 hours per week (hours will vary), Monday-Friday 9:30am-5pm, Saturdays 9:30am-1pm and one evening (TBD) until 7:30pm. DO NOT apply if your schedule will not allow you to work doing these times.**

ORGANIZATIONAL RELATIONSHIP:

Supervised by: Financial Services Assistant Director/ Tax Site Coordinator
Supervises: No one
Coordinates with: TAP Financial Services Component

RESPONSIBILITIES:

- Possess a working knowledge of basic tax preparation
- Be able to multi-task and prepare tax returns quickly and accurately
- Schedule tax appointments
- Ensure all rules of VITA program are followed
- Recruit eligible taxpayers to use tax services and oversee intake
- Maintain a working knowledge of EITC-eligibility requirements, and EITC income in relation to other low-income programs and services
- Recruit volunteers to staff clinic
- Ongoing data collection and input for reports
- Market the clinic and EITC to TAP clients and inform TAP staff of clinic services
- Assist Site Coordinator with supervising the clinic in the absence of the Site Coordinator
- Perform other duties in the Financial Services component as assigned by the Program Manager and/or Director

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively with volunteers and clients

- Must ensure all rules of VITA program are followed
- Self motivated with the ability to work with minimum supervision
- Ability to interact effectively with persons of different social and cultural backgrounds
- Knowledge of EITC eligibility guidelines
- Familiarity with government benefit programs and non-profit programs
- Ability to prepare informative program reports
- Ability to work under pressure as may be necessary
- Establish and maintain effective working relationships with others
- Personal computer skills and excellent written and oral communication skills

TRAINING, EDUCATION AND EXPERIENCE:

- Tax preparation knowledge and/or experience
- High School diploma and combination of education and experience working with programs designed to increase self-sufficiency among persons of limited means.
- Experience in human services or accounting or a similar field increasing asset development and financial education
- Knowledge and proficiency in various computer software programs including Windows Microsoft Office.

SPECIAL REQUIREMENTS:

Must be able to complete basic tax law and software trainings independently online and pass all required IRS testing/certifications prior to January 17th, 2018. Must agree to complete tax law training and software training beginning in November and commit to beginning this position in late-January 2018. A valid Virginia’s driver’s license and reliable transportation is required. Flexible availability is required to work occasional late evenings – Monday through Thursday and Saturday mornings during the tax season (January through mid-April).

Every TAP employee shares in the TAP’s responsibility to “Mobilize Community Resources” in support of TAP’s anti-poverty efforts.

EOE Employer

TAP hires only US citizens and lawfully authorized aliens.

This description provides information regarding the core functions of the designated position, and general nature and level of work associated with the job. It should not be interpreted to the nature and extent of assignments such an individual may be given

I have read and understand my job duties as stated in this job description.

Member Signature: _____

Supervisor Signature: _____