

VOLUNTEER POSITION

INCOME TAX PREPARER

Purpose of position: To prepare income tax returns for older low-income adults as well as AISH and disability recipients

Position duties and responsibilities:

- Prepare income tax returns with scheduled clients
- Track appointments and hand in tracking sheet and volunteer hours weekly
- Print, fill out and mail documents to clients
- Provide any follow-up information

Time Requirement of position: Minimum 3-hour shift per week

Qualifications and skills for position

- Good general knowledge of Income Tax preparation
- Must be registered with CVITP and Efile and have a RepID
- Provide a Police Information Check
- Organization and time management skills
- Ability to log into a Google document to locate appointments
- Customer service skills
- Able to work independently
- Must have a telephone
- Ability to use or learn the U-file tax software program
- Must keep up to date with CVITP training