

Licking County Coalition for Housing

VITA Site Coordinator

Reports to: VITA Program Manager

Basic Purpose:

To provide for the efficient management of the Volunteer Income Tax Assistance (VITA) tax preparation site, including supervision, customer service and tax preparation.

This is a seasonal position (December – April), part-time (approximately 25 hours/week), with evening and week-end work required.

Essential Functions:

- 1.) Achieve IRS certification at the following levels (minimum): Basic, Advanced, Military, Health Savings Account, Cancellation of Debt, Site Coordinator.
- 2.) Facilitate the IRS training and certification process for volunteers, including presentation of tax law curriculum and software training.
- 3.) Follow and implement the IRS Quality Site Requirements at the site.
- 4.) Provide customer service to tax clients at the tax site, supervise volunteer tax preparers, review tax returns prepared by volunteers and other staff members, and prepare tax returns.
- 5.) Transport and set up the computers, reference materials, signage, etc. when tax preparation occurs at remote sites. Troubleshoot computer, printer and software issues during site operations.
- 6.) Participate with LCCH staff in setting up the tax preparation software, meeting IRS paperwork requirements, and in documenting the outcome of the tax filing season.
- 7.) Participate with LCCH staff to grow the VITA program, including increasing volume, improving customer service and increasing volunteer participation and retention.
- 8.) Other duties as assigned, in support of the VITA program.

Minimum Qualifications:

Prior experience in individual income tax preparation required. Associates degree in Business or Accounting preferred. Superior customer service skills and attention to detail, good verbal and written communication skills, able to use computer software provided by IRS (TaxSlayer in 2017).

Physical Requirements:

Driving an automobile, sitting, stooping, walking, lifting, pulling and pushing (20-30lbs.), speaking, writing and listening.

Mental Requirements:

Verbal and numerical intelligence, motor skills and writing. Ability to comprehend tax related instructions, laws and regulations. Ability to pass IRS certification tests and learn tax preparation software. Organization and customer service skills.

Equipment:

Computer, copier, fax, calculator.

Please Email or mail your resume to Kathy Scott, kscott@lcchousing.org or PO Box 613, Newark, OH 43058-0613. We will be accepting resumes until position is filled.