

**Community Development Corporation of Brownville
CDCB VITA Quality Reviewer**

Position: The Community Development Corporation of Brownville (CDCB) seeks two individuals with VITA tax preparation experience to serve as quality reviewers during the spring of 2019.

Status: Part-Time, Seasonal

Tax Season CDCB Site Operation: January 23, 2019 – April 15, 2019

Mondays or Wednesdays from 1 pm – 8 pm

7 hours per day, 1 day per week; approximately 84 hours total

To Apply: Email cover letter, resume and one reference to zdiaz@cdcb.org.

Responsibilities:

- Conduct a successful quality review of each tax return prepared by volunteer tax preparers.
- Professionally represent CDCB within the community.
- Ensure that the IRS Code of Conduct and Confidentiality Regulations are enforced.
- Ensure that the CDCB tax site remains in compliance with all IRS Quality Site requirements.

Required Training & Certification:

- Complete United Way of Southern Cameron County VITA Tax Law, and Tax Slayer training.
- Obtain IRS Certifications: Volunteer Standards of Conduct, VITA advanced tax law, Quality Reviewer.
- Complete TaxSlayer electronic filing certification.

Education & Skills

- Community College or University student.
- At least one year of experience as a VITA tax preparer.
- Strong organizational, time-management and communication skills with timely and consistent attention to follow-up.
- Compassionate ability to work well with a diverse population of clients and volunteers.
- Professional leadership within a team environment, multi-tasker, self-motivated and takes initiative, and takes responsibility for production goals.
- Effective problem solver and decision maker.
- Bilingual (English and Spanish).