

Community Development Corporation of Brownville La Hacienda VITA Site Coordinator

Position: The Community Development Corporation of Brownville (CDCB) seeks an individual with VITA tax preparation experience to serve as the Site Coordinator for the La Hacienda VITA tax site in Harlingen, TX.

Status: Part-Time, Seasonal

Tax Season LaHa Site Operation: January 22, 2019 – April 13, 2019

Tuesdays, 3:30 pm – 8:30 pm / Saturdays, 8:30 am – 1:30 pm

5 hours per day, 2 days per week; approximately 120 hours total

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

Responsibilities

- Manage the site and supervise the volunteers:
 - Ensure that the tax site is open as scheduled and adequately staffed.
 - Maintain a list of all volunteers scheduled for each date and their cell and/or home phone numbers and e-mails.
 - Ensure sufficient tax forms and supplies are ordered and available.
 - Report all volunteer hours to CDCB VITA Coordinator.
 - Professionally represent CDCB within the community.
- Ensure compliance with IRS rules for e-filing at the VITA site, including:
 - Collect all tax payer data at the site.
 - Conduct a quality review on each return prepared by volunteer tax preparers.
 - Transmit all completed returns at the end of each day and maintain a report of these returns.
 - Corrected rejected returns or inform the affected taxpayer within 24 hours.
 - Ensure that the IRS Code of Conduct and Confidentiality Regulations are enforced.
 - Ensure that the La Hacienda tax site remains in compliance with all IRS Quality Site requirements.

Required Training & Certification:

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

Education & Skills

- High School graduate (or G.E.D.)
- 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).