

VITA TAX PREPARER & QUALITY REVIEWER (SEASONAL) CHHAYA CDC- JACKSON HEIGHTS, NY

POSITION SUMMARY:

Chhaya CDC is a non-profit community development corporation based in the neighborhoods of Jackson Heights and Richmond Hill in New York City. Founded in 2000, the organization is committed to breaking down barriers to the economic, social, and political advancement of low to moderate income South Asian and Indo-Caribbean New Yorkers.

Chhaya CDC seeks a seasonal tax professional to complete tax returns and perform quality reviews of returns in our annual VITA program. This is an exciting, rewarding and challenging position that requires the tax preparer to complete taxes, review completed tax returns completed by others, and assist volunteers in completing returns. All work would take place at our free tax sites during the 2019 tax filing season. The Quality Reviewer serves as the technical tax expert for a tax site and is responsible for ensuring that all returns prepared meet the quality requirements of the IRS VITA (Volunteer Income Tax Assistance) program. Quality Reviewers review each tax return completed by a volunteer, correct errors, and provide substantive tax knowledge and guidance to volunteers. The Quality Reviewer also assists the Site Coordinator in ensuring the efficient operation of the tax site. The quality reviewer is responsible for adhering to the Standard of Conduct procedures and processes required by the IRS and Chhaya CDC to ensure the accuracy and proper filing of tax returns at the site.

DUTIES & RESPONSIBILITIES:

- Prepare tax returns at IRS Advanced-level preparation through Chhaya's VITA program
- Make certain that all returns prepared are within scope of the VITA program
- Answers basic tax-related questions and refers taxpayers who have complex (out of VITA's scope) tax returns to the appropriate organizations or offices
- Maintain Quality Site Requirements and adhere to IRS Volunteer Standards of Conduct at all times
- Complete the Quality Review process for returns completed at the VITA location
- Maintain organized records of tax returns prepared at the tax site.
- Refer appropriate tax clients to Chhaya's asset-building and financial education resources
- Support Site Coordinator with operational needs of the site. Help manage workflow, facilitate sign-in and intake of clients; ensure orderly and thorough screening process.
- Provide on-site tax expertise; answer tax volunteers' preparation questions and assist with any tax-related issues.
- Ensure that each completed tax return is reviewed to ensure it is complete and accurate.

QUALIFICATIONS:

- Commitment to the mission of Chhaya CDC and the communities it serves.
- At least one year of tax preparation experience
- Ability to work with the public, volunteers, and staff
- Candidate must be able to successfully achieve IRS advanced level preparer certification through an IRS developed exam as a condition of employment
- Must be able to commit to 3-month work assignment beginning late-January throughout to mid-April
- Must be able to work weekends and evenings
 - Candidates bilingual in Spanish and/or a South Asian language(Hindi, Bengali, Nepali etc) preferred



HOW TO APPLY:

Send a cover letter and resume to careers@chhayacdc.org with the email subject line: "Financial Counselor Application – [FIRST NAME] [LAST NAME]"

Chhaya CDC is an equal opportunity employer that celebrates diversity. Chhaya does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.