

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 12/1/17

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 12/11/2017

OUTSIDE: X

POSITION: Site Coordinator

INITIAL WORKSITE* Community based tax preparation sites
– Oldtown and Flintstone

* Subject to change based on program needs

PROGRAM: Tax Program

SALARY: Hourly: \$22.00 Annually: _____

GENERAL SCOPE:

HRDC's Tax Program Site Coordinator is responsible for management of one or more of the agency's community-based computerized tax preparation sites. The Site Coordinator provides support and guidance to volunteers who prepare electronic tax returns for low and moderate-income taxpayers. The Site Coordinator reports to the Family Asset Development Program Coordinator. The Site Coordinator works with other project and agency staff to advance the agency's mission of identifying and securing resources for low-income families and individuals; performs work as assigned with the ultimate objectives of presenting the Program as a professional, effectively working organization; maintains a positive, professional attitude at all times, ensuring client confidentiality.

QUALIFICATIONS:

1. High school diploma or GED.
2. Must be able to attain required IRS certifications.
3. Must attain and maintain proficiency in computerized tax preparation.
4. Preferred experience working in a professional setting that required strong attention to details.

SKILLS AND ABILITIES:

1. Must demonstrate good time management skills.
2. Strong interpersonal skills; ability to work with diverse populations.
3. Ability to work well under pressure and effectively deal with clients, staff and the public.
4. Possess good communication and telephone skills.
5. Preference for candidates who have basic computer skills, as well as, experience in tax preparation and tax preparation software.
6. Maintain a high level of knowledge regarding tax laws, regulations and practices at the federal and state levels with emphasis on low-income taxpayers.
7. Must complete a satisfactory Criminal Background Check and drug screen within timeframe established by the program.

JOB REQUIREMENTS:

1. Obtain thorough understanding of return preparation with tax software before beginning of tax season.
2. Assume management of a computerized community tax site, including local operational logistics and maintaining a good relationship with sponsoring organization.
3. Supervise, manage and support volunteers preparing federal and state income tax returns on tax software.
4. Maintain a high level of knowledge regarding tax laws, regulations and practices at the federal and state levels with emphasis on low-income taxpayers.
5. Attain and maintain proficiency in computerized tax preparation.
6. Assure that Federal, State, and client copies of the individual tax returns are created and placed in client file.
7. Review all returns prepared by volunteers to ensure accuracy.
8. Repare client returns, if warranted by difficulty of return or because of poor volunteer turnout.

WORKING CONDITIONS

1. Temporary position, up to 4 months during tax season.
2. Up to 10 hours per week.
3. Days and hours of work may vary based on program needs.
4. Work-months per year may vary based on program needs.
5. Work primarily in assigned tax location.
6. Physical ability to perform job duties including but not limited to lifting up to 30 lbs.

NOTICE:

All applicants must submit HRDC Form 100 and Form 105 plus a resume and cover letter which indicate how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Avenue, Cumberland, MD 21502

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