

# 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 Preparer (part-time, temporary) INITIAL WORKSITE\* Dept. of Social Services (1 Frederick St)

\* Subject to change based on program needs

PROGRAM: Earned Income Tax Credit

SALARY: Hourly: \$12.00 Annually: \_\_\_\_\_

### GENERAL SCOPE:

Under the direction of the Family Asset Development Program Coordinator and HRDC's Tax Program Site Preparer reports to the Site Coordinator and is responsible for tax preparation at one or more of the Agency's community-based computerized tax preparation sites. The Site Preparer works with other project and Agency staff to advance the Agency's mission of identifying and securing resources for low-income families and individuals.

### QUALIFICATIONS:

1. High school diploma or equivalent.
2. Preference for candidates who live or work near the host site and are familiar with the community to be served.
3. Preference for candidates who have tax experience at a VITA/TCE site. Strong preference for candidates who have been VITA/TCE coordinators.

### SKILLS AND ABILITIES:

1. Must be able to attain required certifications for tax preparer position.
2. Must be able to maintain proficiency in computerized tax preparation and E-file.
3. Strong interpersonal skills; ability to work with diverse audiences.
4. Strong organizational skills; ability to work well with volunteers and other staff.
5. Strong preference for candidates who have strong basic computing skills and are experienced with professional tax preparation software.

### JOB REQUIREMENTS:

1. Obtain thorough understanding of return preparation with tax software before beginning of tax season.
2. Prepare customer's tax returns according to IRS and funding protocol
3. Prepare a file for referral to the local IRS office in LaVale, Maryland when necessary.
4. Assure that IRS, state, and customer copies of the individual tax returns are created.
5. Follow client sign-in and crowd control procedures to ensure smooth operation of site.
6. Notify Site Coordinator of any problems, needs or questions regarding customers and/or returns.

### 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. May be required to attend training or other functions outside of the regular work schedule.
5. Work-months per year may vary based on program needs.
6. Work primarily in assigned tax location.
7. Physical ability to perform job duties including but not limited to lifting up 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