



## Community **Action** Partnership of Ramsey & Washington Counties

Title: **VITA TAX PREPARER OR REVIEWER**

Reports To: Financial Services Coordinator

Type: Volunteer Position (Internship Available)

Duration: December 2021- April 2022

Location: Clinics will be held in person at the Community Action Resource Building  
450 Syndicate Street N, Saint Paul, MN 55104.

[Click here to apply](#)

### **Position Summary:**

The VITA Tax preparers and reviewers works with individuals and families to assist them in preparing their tax returns using the tax-software TaxSlayer. Volunteers serve as a trusted, no-cost resource, ensuring customers file correctly and receive the support and resources needed to file their taxes.

### **Essential Functions & Duties:**

- Prepare and review state and federal tax returns using tax software
- Assist overall clinic operations by screening participants, scheduling appointments, and answering questions
- Team-oriented, able to work cooperatively with staff and other volunteers
- Ability to abide by all confidentiality policies and procedures
- Attend all tax-law training sessions and successfully attain IRS-tax law certification (training and coaching is provided to ensure success)
- Other duties as assigned

### **Qualifications:**

#### **Education & Experience:**

- Must be at least 18 years of age
- High school diploma/GED/equivalent is required
- Desire to learn how to complete IRS and MN Income Tax forms (no experience required)

#### **Abilities & Skills:**

In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Excellent attention to detail
- Proficient with technology and working with computers
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture

- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Must be able to pass a background check

**Time Commitment:**

- 10-15 hours of IRS and Minnesota tax law training (provided online).
- Complete training during December 2021 or January 2022
- Successful completion of IRS-Tax Law Certification after training (coaching provided)
- A minimum of 3-hours per week time commitment, February 1-April 16, 2022

**Tax Clinic Schedule:**

- Our tax clinic will be operational 2 days per week, either from 8am-11am or 4pm-7pm  
Limited remote work is available for administrative work, but most volunteers will be preparing or reviewing returns in person at our office at 450 Syndicate Street N, Saint Paul, MN 55104.

**Benefits of Volunteering:** Become an IRS-certified Volunteer Income Tax Assistant. Gain real life experience preparing and reviewing federal and state taxes, and hands-on experience with a professional tax preparation software program and professional networking. Knowledge that you are helping families thrive!

**Physical Requirements:** Normal office exertion required.

**Mental Requirements:** This position requires the ability to prioritize and manage multiple tasks.

**Safety:** Responsible for conducting all duties in a safe manner.

**Affirmative Action:** Responsible for following an affirmative action plan as set forth and signed by the Board of Directors.

**Apply to Become a Volunteer:** [Click here to apply](#)

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit [www.capr.org](http://www.capr.org) to learn more.

*Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.*