



VITA TAX PREPARATION STAFF

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for
VITA Tax Preparation Staff

In this role, the VITA Tax Preparation Staff will assist with the OC Free Tax Prep campaign and provide assistance to low-income individuals and families by preparing their taxes for free and by educating the community about the Earned Income Tax Credits and tax benefits and the development and implementation of program procedures and that requirements are aligned to build sustainable support in impacting the lives of hundreds of residents; playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following **E.P.I.C.** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission *"to enhance the quality of life within Orange County by eliminating and preventing the causes and effects of poverty by mobilizing and directing resources to programs that assist, educate, and promote self-sufficiency."*



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WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under the direction of the Center Manager and/or Site Coordinator, the VITA Tax Preparation Staff will be responsible of providing quality services and preparing free tax returns. Candidate must have strong, professional, project coordination and communication skills. This is a temporary position from February 2020 through April 2020. **Required: Fluently speak, read, and write Spanish.**

ROLES AND RESPONSIBILITIES

- ✓ Greet and assist clients through the intake, tax preparation and quality review process.
- ✓ Provide an accurate tax return upholding the highest quality and ethical standards.
- ✓ Complete intake/interview with client to obtain information and verify documents.
- ✓ Comply and follow security, privacy, confidentiality and standard of conducts set by the IRS.
- ✓ Assist in efforts to promote and increase capacity of the Tax Program.
- ✓ Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN:

- ✓ Great attention to detail.
- ✓ Strong problem solving skills.
- ✓ Computer (Word, Excel, PowerPoint) and social media savvy.
- ✓ Ability to work independently.
- ✓ Proven time management skills.
- ✓ A doer and team player who is inclusive, flexible, creative, and energetic.
- ✓ A decisive and resourceful individual with the willingness to accept responsibility and take charge of results; able to work successfully with limited resources.
- ✓ Provide a California Motor Vehicle operator's license with a driving record that meets minimum standards established by agency's insurance carrier.
- ✓ Must be available to work flexible hours, including evenings and Saturdays.
- ✓ Must be able to lift up to 20 lbs.
- ✓ Bending, stooping, reaching, pulling, pushing, standing, kneeling, sitting, twisting, turning, walking, and bending at the waist may be physical requirements of the job.
- ✓ Fluently speak, read, and write **English and Spanish is required.**

EDUCATION AND EXPERIENCE

Preferred: Some college or equivalent experience.

Required: Must have or obtain VITA Advanced Tax Preparation Certification.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.



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MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Created: 01/30/19

***Please note this job profile is subject to change.*