



Position Title: VITA Tax Specialist

Position Description:

HSP seeks a detail-oriented individual to serve as a VITA income tax preparation specialist. The VITA program offers free tax help and financial literacy education to clients earning \$54,000 a year or less. HSP will provide IRS certification and tax law training to all interested parties.

Areas of Expertise: Accounting, Tax Preparation

Supervisor: Jennifer Clagett **Supervisor Phone #:** 410-386-6641

Responsibilities:

- Staffing the front desk and performing needs assessment while clients wait to be served
- Providing clients with an integrated referral to services
- Preparing client tax returns and performing quality review
- Some clerical work (filing, phone calls, client intake, etc.)

Qualifications:

- Must be able to successfully navigate a hectic work environment
- Excellent people/communication skills (Position involves a high degree of human interaction)
- Must be able to pass ethics test, tax law training, and IRS certification independently
- Experience with Taxslayer software a plus, but not required
- Must possess strong multitasking abilities
- Must be proficient in basic mathematics
- Must possess strong work ethic and initiative
- Must have access to reliable transportation

Hours: Flexible daytime hours available. Open Monday/ Tuesday 9:30 AM-4:00 PM. Wednesday/ Thursday 1:00-7:00 PM. Must commit to 3 hours per session. Must be available 3 Saturdays over course of season.

Compensation: This is an unpaid/ volunteer internship. Degree-seeking students may obtain academic credit.

Work Location: 10 Distillery Drive, Westminster, MD 21157. Not accessible by public transit. Must have access to reliable transportation.

Contact: volunteers@hspinc.org