



POSITION ANNOUNCEMENT

Tax Return Reviewer

(Part Time position, non-exempt status)

Organizational Mission

Just Harvest educates, empowers and mobilizes people to eliminate hunger, poverty, and economic injustice in our communities by influencing public policy, engaging in advocacy, and connecting people to public benefits.

Vision Statement

Just Harvest dramatically reduces hunger in local communities by empowering people in need to obtain the public benefits that are their right. By educating people about how to hold those in public policy arena accountable for eliminating poverty and hunger, Just Harvest serves as a valuable community resource. As the region's recognized authority on hunger and poverty issues, Just Harvest shapes public opinion on the appropriate role of government in eradicating hunger and poverty. We are the undisputed leaders in this field.

Job Title: Tax Return Reviewer

Job Status: Non-Exempt, Part-time, seasonal

Reports to: Tax Site Coordinator and FTP Coalition Director

Positions Supervised: None

Position Summary:

Just Harvest is seeking skilled and committed professionals to review income tax returns completed by volunteers and staff to ensure that we provide high-quality free tax help to low-income workers and elderly taxpayers who cannot afford paid professional assistance.

Essential Functions

- Attend new staff training and reviewer trainings
- Successfully pass IRS Advanced certification exam on required tax law knowledge.
- Supervise volunteer tax preparers and assist them with complex tax returns. Provide feedback to preparers regarding errors made on returns.
- Thoroughly review returns completed by tax preparer staff and volunteers, make any required corrections and discuss tax return with taxpayers.
- Directly prepare taxpayers' federal, state and local tax returns based on information provided by taxpayer and answer tax-related questions as necessary.
- Address problems with tax software or other equipment as necessary.
- Ensure a copy of completed return is provided to the taxpayer and correct documentation is maintained at the site.

Just Harvest is an Equal Opportunity/Affirmative Action Employer

- Maintain accurate records of assistance provided.
- Follow-up with clients who have not completed their returns.
- Adhere to strict confidentiality policy. Treat all taxpayers with respect and professionalism.
- Provide information about other programs, such as food stamps, that taxpayers may be able to utilize.

Qualifications

- Tax preparation experience, preferably with low-income workers
- Experience using tax preparation software
- Experience working with volunteers
- Good interpersonal skills and comfort with a wide range of people
- Strong interest in helping low-income people learn about their rights
- Ability to take initiative and work without much supervision
- Commitment to anti-hunger/anti-poverty mission
- Dependable
- Prefer persons who can work with us for multiple tax seasons.

Compensation: \$16.75/hour. A temporary employee is not entitled to JH benefits except those required by law.

Location: Just Harvest’s South Side office, CCAC Boyce Campus in Monroeville, Bedford Hope Center in Hill District and/or SHIM Family Center in Baldwin

Hours: Applicants must be available at least 15 hours per week during the tax season. Tax sites are open weekdays, evenings and Saturdays. This is a part-time, seasonal position.

Training: Paid, mandatory training is held in December and early January.

Working Conditions: Small office setting with limited resources; primarily sedentary work requiring ten pounds or less of exerted force; computer usage that requires repetitive motions.

To Apply:

Electronic submissions only. Send substantive cover letter describing your interest in the position, preferred location and hours you are available, resume, and professional references as attachments (in Word or PDF formats) to ElainaM@justharvest.org with “Tax Return Reviewer Application” in subject line. Applications will be accepted until position is filled, but no later than Dec 20, 2020. No phone calls, please.