



# Tax Site Reviewer

## Volunteer Job Description

Lakes & Prairies Community Action Partnership, Inc. is providing tax assistance at no cost to low-income individuals and families. The Tax Site Reviewer is responsible for checking for accuracy on tax returns prepared at the tax site. A Tax Site Reviewer works with other Lakes & Prairies volunteers and staff at our tax site located at the Family Service Center, 715 11<sup>th</sup> Street N in Moorhead, MN.

### Responsibilities:

- Review state and federal tax returns using tax software
- Work cooperatively with other Lakes & Prairies volunteers and staff to assure the tax clinic runs smoothly and provides high quality service to customers
- Maintain strict confidentiality, providing as much privacy as logistically possible
- Follow guidelines and procedures outlined in the Volunteer Training Manual

### Requirements:

- Attend a tax update and software training session in January
- Be able to volunteer once a week from mid-January through mid-April
- Be punctual and stay for the length of the time scheduled (approximately 4 hours)
- Complete all documentation required at the tax site including attendance sheet
- Give a 24-hour cancellation notice when you will be absent from a scheduled shift

### Qualifications:

- Experience in tax preparation professionally or from extensive volunteering at a VITA or other tax clinic
- Knowledge of Tax Wise software and tax information for low-income tax payers
- Enjoy working in a diverse ethnic, social, and economic environment
- Completed tax training and passed IRS certification test
- Computer proficiency
- Ability to work independently



Lakes & Prairies Community Action Partnership, Inc  
715 11<sup>th</sup> Street North, Suite 402  
Moorhead, MN 56560  
Phone 218-299-7000  
Fax 218-299-7547  
[www.lakesandprairies.net](http://www.lakesandprairies.net)