
Federal Work Study Job Description Form

Job Title: Tax Preparer—VITA Site

Desired No. of Hires: 4-5

Department or Organization: Springfield Partners for Community Action

Address (Off campus only): 721 State Street, Springfield MA 01109

Supervisor: Anthony Hernandez

Designee: Terry Wilson

Office: Student Financial Services

Office: Springfield Partners

Phone: (413) 755-4393

Phone: 413-263-6500, Ext.6609

Email: ajhernandez@stcc.edu

Email: Terrylw@springfieldpartnersinc.com

General Job Description:

VITA (Volunteer Income Tax Assistance) program provides free tax services to low and moderate income residents of Hampden County. Your specific responsibilities include but are not limited to:

- Greeting Clients;
- Prepare income tax returns;
- Ensure all client paperwork, including intakes and supporting documentation is accurate and complete;
- Maintain confidentiality of all records;
- Adherence to the IRS Volunteer Standards of Conduct;
- Record keeping—you are required to sign in/out on all days you are working;

In order to be a VITA volunteer the following is required (Springfield Partners will train staff)

- IRS certification—Volunteer Standard of Conduct;
- IRS certification—Intake and Interview;
- IRS certification—Basic or Advanced Preparer

Detailed List of Duties:

Greet Customers, collect documents, prepare basic tax returns, entering data supplied by clients (taxpayers) into computer, print copies for clients.

Opportunities for Advancement:

Enhanced Customer and community relation skills, better informed/knowledgeable concerning basic Tax Returns, Advanced IRS Tax Certification, Intake/Interviewing, Basic Tax/ Accounting/Finance knowledge and experience.

Responsibility Involved:

Responsible to serve the public community of taxpayers with low to moderate income. Responsible for adequate use of equipment for Business purposes.

Skills and/or previous experience desired:

Basic math, use of computers- basic office equipment such as copier, phone system, calculator, data entry, communication skills (written/oral).

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Tuesdays – Saturdays 9:00-4:00 (possibly 1 evening per week)

How to Apply: Contact supervisor/designee listed above.