

## SELF-EMPLOYMENT TAX PREPARER VOLUNTEER POSITION DESCRIPTION

Self-employment tax preparers work one-on-one with Prepare + Prosper (P+P) customers, who are either independent contractors or sole-proprietors running their own business, to prepare state and federal tax returns. Help hardworking customers understand their business needs and gain hands on knowledge of self-employment taxes.

### Role and responsibilities:

- Prepare state and federal tax returns, including Schedule C, for self-employed customers using TaxSlayer software
- Determine each customers' profit or loss from their business or services
- Identify tools and tactics to improve customers' tax and financial situations
- Maintain customer confidentiality, providing as much privacy as logistically possible
- Work with customers to help them learn more about operating their business or service.
- Work cooperatively with P+P staff and other volunteers to provide high-quality service to customers

### Skills required:

- Two to three years' tax preparation experience, which could include volunteer tax preparation, running your own business or working in a corporate tax/financial environment
- Experience with Schedule C and related IRS forms
- Ability to effectively communicate and engage with customers
- Enjoy working in a diverse ethnic and socio-economic environment
- Computer proficiency

### Commitment and timeline:

#### November - December, 2017

Attend one volunteer info session

#### December 2017 + January 2018

Complete 20-22 hours of in-person and online training

#### January 2018

Successfully complete (open book) Advanced, Schedule C, and cancellation of debt IRS certification tests

#### January 20 - April 15, 2017

Volunteer one 4- hour shift per week

### Location

Self-employment tax clinics are held at our main office in St. Paul near the intersection of University Avenue West & Highway 280.



To apply, please submit an application via our website, [www.prepareandprosper.org/volunteer](http://www.prepareandprosper.org/volunteer).

You may also contact our volunteer resources department at [volunteer@prepareandprosper.org](mailto:volunteer@prepareandprosper.org) or 651-262-2163