

# PREPARE + PROSPER

WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

## REVIEWER VOLUNTEER POSITION DESCRIPTION

All tax returns completed by Prepare + Prosper (P+P) volunteers go through a quality review process—this makes P+P top notch in the field of tax preparation. Volunteer reviewers provide thorough on-site checks of all tax returns prepared by volunteers and plays a key role to ensure every customer receives high quality service.

### Role and responsibilities:

- Review state and federal tax returns completed by volunteer tax preparers using TaxSlayer software
- Correct tax errors in TaxSlayer to ensure accuracy of all returns
- Compile completed tax return packet for customers
- Provide support and leadership to other volunteers, answer tax questions as needed
- Work cooperatively with P+P staff and other volunteers to deliver high-quality service

### Skills required:

- Strong background in individual income tax required
- At least two years experience preparing individual income tax returns
- Maintain attention to detail in a fast-paced environment
- Ability to provide feedback to other volunteers in a clear and supportive manner
- Experience with low income tax benefits and Volunteer Income Tax Assistance (VITA) preferred
- Enjoy working in a diverse ethnic and socio-economic environment
- Computer proficiency



### Commitment and timeline:

#### October - December, 2016

Attend one volunteer orientation

#### December 2016 + January 2017

Complete 20-22.5 hours of in-person and online training

#### January 2017

Successfully complete (open book) Advanced and Health Savings Account IRS certification tests

#### January 21 - April 15, 2017

Volunteer one 4-hour shift per week

### Locations

P+P operates 8 tax sites across the Twin Cities metro area, with locations in Minneapolis, St. Paul, Bloomington and Hopkins. Volunteers select a location that is convenient to work, home or school. Our main office is in St. Paul near the intersection of University Avenue W & 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