

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, by using tax software for self-employed customers
- Determine each customers' profit or loss from their business or services
- Work with customers to help them learn more about operating their business or service
- Maintain customer confidentiality, providing as much privacy as logistically possible
- 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 sign up for an info session via our website, www.prepareandprosper.org/volunteer.

You may also contact our volunteer resources department at volunteer@prepareandprosper.org or 651-262-2163