

Job Title: VITA Tax Preparer

Reports To: VITA Site Manager

Location: Lower East Side, NY

Hours: Wednesday – Thursday: 12:00PM-8:00PM and Saturday 10:00AM-5:00PM

Our Mission:

Nazareth Housing is a community-based organization committed to the promotion of housing stability and economic mobility among vulnerable families and individuals of New York City, through the provision of homelessness prevention services, emergency family shelter, supportive housing, and immediate needs assistance. Nazareth has offered free tax preparation services to low and moderate income NYC residents for 15 years as an IRS certified VITA site (Volunteer Income Tax Assistance Program). Many of our clients return year after year to have their tax returns prepared at our VITA site due to our reputation as being a high quality, client centered program.

About the Role:

As a certified Advanced Volunteer Income Tax Preparer, you will provide free, quality income tax return preparation for eligible taxpayers, and connect clients to additional services offered by Nazareth Housing as needed. This is seasonal, part-time position that runs from January 24, 2024 to April 13, 2024. This is an on-site (no remote or hybrid option) position.

Key Responsibilities:

- Interview clients to determine appropriate filing status, that all income is reported, and all allowable credits and deductions are claimed
- Obtain and validate all necessary tax information needed to claim every credit or deduction for which the taxpayer may be eligible
- Prepare returns based on the taxpayer's documentation and tax code training
- Prepare only those returns that are with-in the scope of our VITA/TCE site
- Ensure a copy of the completed tax return is given to the client
- Maintain the confidentiality and security of all client information
- Complete all administrative activities related to the completion of the client's return
- Refer taxpayers to other services offered at our site
- Support the VITA Site Coordinator and Quality Reviewer with operational needs of the site including: client intake; manage workflow; assist in training volunteer tax preparers.
- Adhere fully to IRS protocols and policies applicable to VITA sites.

Qualifications:

- Must complete the Advanced Level of the IRS Link and Learn Certification program
- One year minimum experience as a tax preparer, VITA site experience strongly preferred.
- Knowledge of TaxSlayer software and strong computer skills
- Ability to communicate effectively, including the ability to interview clients about personal, financial matters and discuss tax issues to clients in a non-threatening and non-judgmental manner
- A commitment to our mission and the people that we serve
- High energy, people oriented, team player, flexible and detail oriented.
- Bilingual preferred: English/Spanish or English/Cantonese

Salary: \$25/hour**How To Apply:**

Please submit your cover letter and resume to jobs@nazarethhousingnyc.org

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.