



Family Service
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Date posted: 11/30/18
Date closed: 12/30/18
Or when filled

Job Title	Volunteer Income Tax Assistance (VITA) Tax Preparer
Requisition Number	2018-0051
Department/Program	Workforce & Financial Sustainability/VITA
Location	The Neighborhood Place, 3014 Rivas, San Antonio 78228
Position Type	Part Time - Temporary
Work Days/Hours	Monday – Thursday 12pm – 6pm, Saturday 9am-1pm
Pay Rate	\$12.00 per hour
Job Summary	The VITA Tax Preparer is responsible for preparing current year tax returns using Tax Wise software for the Volunteer Income Tax Assistant (VITA) site. VITA is one of the nation's largest volunteer-led free tax preparation services assisting low to moderate income families and individuals.
Competencies & Skills	<p><u>Business Ethics:</u> Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.</p> <p><u>Customer Service:</u> Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.</p> <p><u>Quality:</u> Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.</p>
Qualifications & Experience	<p><u>Required</u></p> <ul style="list-style-type: none"> • High School Diploma or equivalent with appropriate tax preparation education. • Significant previous tax preparation work experience. • Basic typing skills and proficiency in MS Office and databases. • Must complete tax training and obtain certification. • Good interpersonal skills and the ability to relate well with individuals from a variety of socioeconomic and cultural groups. <p><u>Preferred</u></p> <ul style="list-style-type: none"> • Fluent in English and Spanish (read, write, and speak) highly desirable • Three prior season's income tax preparation experience preferred.

Interested applicants should send resume/application to:

Recruiting@family-service.org

(Please include **Job Title** and **Requisition Number** in correspondence)

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