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Seasonal Positions 2018

Community Tax Center Site Manager

Position last January – April

Description

Community Tax Center (CTC) Site Managers oversee operations at our seasonal tax center locations in Austin and Round Rock, Texas. Site managers provide support and guidance to volunteers, ensure sites are operating efficiently, and complete administrative work related to the position. Part-time and full-time positions are available. Available schedules include daytime, evening and weekend hours.

Job Responsibilities

Site Management

- Open and close tax center site
- Ensure facilities are maintained according to the site host's guidelines
- Ensure tax preparation services offered are within the program guidelines
- Ensure equipment and software at the site are functioning optimally
- Resolve client and volunteer conflicts in a prompt and professional manner

Volunteer Management

- Provide overall support, guidance, and on-going training to volunteers at the site
- Assign volunteers to roles of tax preparation, intake and quality review
- Conduct site orientations for new volunteers
- Effectively use Volunteer Leadership Team (VLT) members to enhance site operations
- Secure Volunteer Standards of Conduct Agreement from all volunteers prior to working at the site
- Validate the identity of all volunteers prior to working at the tax center site
- Ensure all volunteers adhere to the Volunteer Standards of Conduct and Quality Site Requirements
- Communicate Volunteer Tax Alerts and Quality Site Requirement Alerts to all volunteers
- Maintain and deliver volunteer attendance and evaluation forms to the volunteer coordinator; report any concerns to the volunteer coordinator

Administrative

- Transmit tax returns to the IRS
- Process acknowledgements of returns filed with the IRS
- Corrects basic errors on rejected tax returns
- Coordinate the timely delivery of tax documents to the Community Financial Center
- Protect confidential client information
- Other duties as assigned

Basic Qualifications

- Management experience
- Tax preparation experience
- Experience with volunteer programs (as a volunteer or coordinating volunteers)
- Ability to speak Spanish preferred, but not required

Requirements

- Travel between sites may be necessary
- Certify through the advanced level of tax preparation (training provided)

How To Apply: Please send a cover letter, resume and three references to resume@foundcom.org. Type “**Community Tax Center Site Manager**” in the Email Subject Line. No phone calls or visits. No duplicate applications. Part-time and full-time positions are available. Please specify which one you would prefer in your cover letter. Our seasonal positions pay \$13-20 per hour depending upon a candidate's experience and the position's responsibilities.

NOTE: Applicants who do not follow ‘How To Apply’ instructions will not be considered.

Deadline to Apply: DECEMBER 1ST, 2017

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.