



Volunteer Opportunity: Volunteer Quality Reviewer

Program Description

Earn It Keep It SAVE It, a United Way of Southern Nevada collaborative, offers free tax help to people who qualify. In addition, valuable community information is disseminated to families who utilize the Earn It Keep It SAVE It services.

Position Overview

The Volunteer Tax Quality Reviewer screens all tax returns completed by Volunteer Tax Preparers at the VITA sites and ensures every tax return is prepared with the highest degree of accuracy. Quality Reviewers are selected from experienced, certified volunteers.

Duration of Opportunity

- Mid- January through April 15; renewable upon agreement with Earn It Keep It SAVE It
- The Volunteer Quality Reviewer position requires a minimum commitment of 4 to 6 hours per week during the tax season

Essential Functions

- Attend basic or refresher tax law and computer tax preparation training, including the use of electronic filing software in December and/or January
- Successfully pass a test on required tax law knowledge
- Establish a quality review process or procedures for the site
- Ensure that all Volunteer Tax Preparers are aware of the Quality Review procedures
- Timely review of all tax returns for accuracy before the returns are provided to the taxpayer and/or are electronically filed
- Provide feedback to Volunteer Tax Preparers regarding errors made on tax returns prepared at the site
- Maintain confidentiality of taxpayer information
- Adhere to Title VI by not denying service to anyone based upon race, color, sex, age, national origin or disability.

Qualifications

- Basic tax knowledge (Form 1040, Form 1040A, and Form 1040EZ). (Basic tax training will be provided as needed)
- Previous VITA volunteer for a minimum of 1 year
- Available at least 4 to 6 hours per week during tax season
- Basic computer skills for inputting tax return information
- Ability to deal with the public in a helpful and supportive manner
- Pride in performing tasks completely and accurately
- Friendly, dependable and flexible
- Bi-lingual a plus

Support Provided

- Orientation, training and on-site support will be provided

Benefits:

- Increased knowledge of tax preparation and basic tax law.
- Certificates of appreciation and acknowledgement from local elected officials and the IRS