

# United Way of Passaic County Financial Empowerment Zone Intern Tax Preparer Job Description

**Purpose of Position:** To provide FREE tax return preparation and assistance to low-income and senior taxpayers at **United Way of Passaic County's** Financial Empowerment Zone located at Paterson Technology Center

**Responsibilities:**

- Complete basic and/or refresher tax law training, including the use of electronic filing software and FEZ site procedures.
- Successfully pass a test on required tax law knowledge.
- Provide high-quality assistance to all taxpayers. Directly prepare taxpayer's return based on information provided by taxpayer or answer tax related questions.
- Interview taxpayer to determine if all income, deductions and credits are claimed.
- Interview taxpayer to determine if they may benefit from counseling with a benefits specialist to discuss benefit eligibility
- Prepare tax returns using electronic filing software.
- Maintain confidentiality of taxpayer information.

**Qualifications:**

- Basic tax knowledge (Form 1040, Form 1040A and Form 1040EZ). Basic tax training will be provided as needed. Intermediate tax training may also be provided.
- Willingness to share time and skills.
- Basic computer skills for inputting tax return information.
- Customer service and organizational skills.
- Pride in performing tasks completely and accurately.
- Ability to deal with the public in a helpful and supportive manner, including interviewing skills. (Training will be provided as needed.)
- Friendly, dependable, and flexible.
- Bi-lingual would be most helpful

**Training Required (approx):**

	<b>Tax Law Self-Study</b>	<b>Tax Law Classroom</b>	<b>TaxWise e-file</b>	<b>Site Procedures</b>
New Interns	8 – 16 Hours	16 Hours	6 Hours	6 Hours

- Tax Law training online, self-study, or classroom
- TaxWise *e-file* training (required).
- FEZ site procedures (required).

**Time Commitment:**

The hours of the FEZ are scheduled for Monday and Wednesday from 1-5pm and on Fridays from 11am-4 pm with hours running late if clients remain after hours. There may be optional openings on one or two Saturdays if the need is great. Time will also be required in January to complete either a basic or basic and intermediate or a refresher tax law course, including the use of electronic filing software. For most intern Tax Preparers training will be between 16 and 24 hours depending on experience. Intern Tax Preparers generally commit to two 4 hours shifts each week during the tax season (after training) during the period of February through April 15.

Please forward resumes to Leslie Schlesinger [leslies@unitedwaypassaic.org](mailto:leslies@unitedwaypassaic.org) or call 973-279-8900 X205 with any questions.

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