

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: **Lead Quality Reviewer (Part-Time Temporary)**
PROGRAM/DIVISION: **Community Reinvestment Division**
BULLETIN No: **06012019**
HOURLY RATE: **\$21.00-\$23.00 per hour/ Part-Time – 24-30 hour workweek**
OPENING DATE: **January 10, 2019**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

MAJOR DUTIES:

Serve as the technical tax expert for tax site and is responsible for ensuring that all returns prepared meet the quality requirements of the Volunteer Income Tax Assistance (VITA) program. Review each tax return completed by volunteers, correct errors, and provide substantive tax knowledge and guidance to volunteers. Assist the Site Coordinator in ensuring the efficient operation of the tax site. Serve as lead tax preparer.

BRIEF DESCRIPTION

Manage and ensure tax return preparation quality at tax site. Follow Community Tax Aid (CTA) procedures. Help Site Coordinator manage workflow of the tax site: facilitate sign-in and intake of clients; ensure orderly and thorough screening process and reduce wait time, etc. Provide on-site tax expertise; answer tax volunteers’ preparation questions and assist with any tax-related issues. Ensure that each completed tax return is reviewed to ensure it is complete and accurate. Work with individual responsible for electronically filing returns to ensure procedures are followed and problems in rejected returns are corrected on a timely basis. Help manage supplies and materials from the Campaign and the IRS. Keep files and supplies organized; ensure necessary supplies are in place for each tax session. Help volunteers locate files, forms and supplies.

Vacancy Announcement – 06012019
Lead Quality Reviewer
Page Two

MINIMUM QUALIFICATIONS:

Five (5) - seven (7) years of experience as an IRS Certified Tax Preparer for individual income taxes or an Associate's degree in accounting or a related field and 3 years of experience preparing individual income tax returns. Past experience at a VITA site in a quality control position. Must be self-directed, detail-oriented and organized. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs. Possess effective organizational and professional communication skills, both written and verbal. Available to work evenings and weekend.

DESIRED QUALIFICATIONS:

Bachelor's degree in accounting or a related field and 5 years of experience preparing individual income tax returns and qualified CPA or Enrolled Agent. Previous experience with volunteer low-income tax assistance programs.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS NOT covered under the collective bargaining agreement.

To be considered for this position:

Submit your cover letter, resume to upojobs@upo.org or fax your documents to 202/319-3237.