



POSITION ANNOUNCEMENT

Tax Return Reviewer

Position Summary:

Help us provide free tax preparation to low- income workers and elderly taxpayers who cannot afford to pay for tax assistance! Just Harvest is seeking skilled and committed professionals to review income tax returns completed by volunteers and staff at our VITA (Volunteer Income Tax Assistance) sites.

Job Status: Non-Exempt, part-time, temporary, seasonal

Reports to: Tax Site Coordinator and Tax Program Manager

Compensation: \$17.50/hour. A temporary employee is not entitled to JH benefits except those required by law.

Location: Just Harvest has tax sites in the South Side, at CCAC Boyce Campus in Monroeville, Bedford Hope Center in Hill District and SHIM Family Center in Baldwin. Remote work may be necessary.

Hours: Applicants must be available at least 10 hours per week during the tax season (mid-January through April 15th). Tax sites are open weekdays, evenings and Saturdays.

Training: Paid, mandatory training is held in December and early January.

Working Conditions: Small office setting with limited resources; primarily sedentary work requiring ten pounds or less of exerted force; computer usage that requires repetitive motions.

To Apply: Submit a cover letter and resume to Elaina Mitchell at ElainaM@justharvest.org. Applications will be accepted until the position is filled, but no later than 11/30/2023.

Essential Functions:

- Attend new staff training and reviewer trainings
- After training, pass the IRS Advanced certification exam on required tax law knowledge.
- Thoroughly review returns completed by tax preparer staff and volunteers, make any required corrections and discuss tax returns with taxpayers.
- Directly prepare taxpayers' federal, state and local tax returns based on information provided by taxpayers and answer tax-related questions as necessary.
- Provide feedback to preparers regarding errors made on returns.
- Address problems with tax software or other equipment as necessary.
- Ensure a copy of the completed return is provided to the taxpayer and correct documentation is maintained at the site.
- Maintain accurate records of assistance provided.
- Follow-up with clients who have not completed their returns.
- Adhere to strict confidentiality policy. Treat all taxpayers with respect and professionalism.
- Provide information about other programs, such as food stamps, that taxpayers may be able to utilize.

Qualifications:

Just Harvest strongly values diverse relevant life experiences that may substitute for any or all of these specific qualifications. We succeed in our mission better when our workforce reflects the communities we serve. We welcome applications from candidates who may lack formal credentials and invite you to tell us about your unique qualifications. If you are passionate about our mission and think that you have the skills to contribute to our success, we want to hear from you!

- Tax preparation experience, preferably with low-income workers
- Experience using tax preparation software
- Experience working with volunteers
- Good interpersonal skills and comfort with a wide range of people
- Strong interest in helping low-income people learn about their rights
- Ability to take initiative and work without much supervision
- Commitment to anti-hunger/anti-poverty mission
- Dependable
- Prefer persons who can work with us for multiple tax seasons.

Organizational Mission

Just Harvest works to promote a just system of food access by addressing the root causes of hunger – systemic poverty and inequity – through policy advocacy, grassroots organizing, community-based solutions, and connecting people to benefits.

Vision Statement

We envision Allegheny County and beyond as a place where no one goes hungry or lacks access to healthy food, and everybody, regardless of their identity or background, has the resources they need to thrive.

We envision a government that is responsive to the basic needs of its people, prioritizes the well-being of people and communities over corporations and the wealthy, and ensures that the voices and perspectives of historically marginalized groups serve as the foundation for public policy.

We envision communities whose members can all live in dignity, and who are empowered with the rights and opportunities that democracy and equity require.

Just Harvest is an equal opportunity employer that values diversity of all kinds. We encourage candidates from all backgrounds to apply for this opportunity. It is our policy to ensure that all individuals are treated equally without regard to race, age, color, disability, gender or gender identity/expression, marital status, national origin, religion, sexual orientation, or veteran status, and that all are given every opportunity to succeed.

Just Harvest is an Equal Opportunity/Affirmative Action Employer

Official registration and financial information may be obtained from the Pa. Department of State by calling toll-free, within Pa., 1-800-732-0999. Registration does not imply endorsement.