

IRONBOUND COMMUNITY CORPORATION

Job Description Form



Program Name: Financial Opportunities Center/
VITA Tax Program

Job Location: 317 Elm Street Newark, NJ, 07105

Job Title: Tax Preparer

Reports to: Tony Vicente

Title: VITA Site Coordinator

Hours: FLSA Status
 Exempt
 Nonexempt

Type of position:
 Full-time Consultant/Contractor
 Part-time Intern

Other comments: Seasonal/part-time position aligned with the tax season.

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50+-year nonprofit organization whose mission is to engage and empower individuals, families, and groups to realize their aspirations and work together to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

Ironbound Community Corporation (ICC) is seeking a dedicated and detail-oriented Tax Preparer and Translator who is bilingual or trilingual in English, Spanish, and Portuguese. This position is crucial to our Volunteer Income Tax Assistance (VITA) program, providing eligible taxpayers with free income tax preparation services. The ideal candidate will also provide translation services and help ensure accurate communication and support for our diverse community.

ROLES AND RESPONSIBILITIES

- Provide free income tax preparation services for eligible taxpayers.
- Review tax returns prepared by other VITA volunteers to ensure accuracy and adherence to IRS regulations.
- Prepare and electronically file tax returns using IRS-approved software.
- Conduct interviews to ensure all eligible income, deductions, and credits are accurately claimed.
- Provide translation services to clients primarily speaking Spanish or Portuguese, facilitating clear communication during tax preparation.
- Ensure clients fully understand their tax returns and related documents.
- Successfully pass IRS/VITA certification exams, including Volunteer Standards of Conduct, Intake/Interview, Quality Review, and Advanced Certification.
- Ensure adherence to Title VI, providing services to all individuals regardless of race, color, sex, age, national origin, or disability.
- Maintain confidentiality of all customer information and uphold ethical standards.
- Ensure a copy of the completed tax return is provided to each client.
- Perform on-site quality reviews of completed tax returns before submission.
- Refer clients with complex returns to appropriate IRS resources without endorsing specific tax practitioners or firms.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- IRS/VITA certifications (or willingness to complete training and certification).
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Basic computer skills for electronic tax preparation and quality review.
- Excellent verbal and written communication skills.
- Strong interviewing and customer service skills; able to interact with the public in a helpful and supportive manner.
- Friendly, dependable, and flexible.

- Strong attention to detail and pride in accurate work.

Core Values

ICC is animated by core values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

ICC is an Equal Opportunity Employer committed to further building and maintaining a staff that reflects our community's full range and diversity. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool. We strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

If interested, please send a resume and cover letter to ICCHiring@ironboundcc.org with the subject line "Tax Preparer/Translator"