

Reviewer – Position Description

All tax returns completed by TRI-cap volunteers go through a quality review process—this makes Tri-CAP in the field of free tax preparation. Volunteer reviewers provide thorough on-site checks of all tax returns prepared by Tri-CAP volunteer tax preparers, thus ensuring that every customer receives top quality service. To apply, please sign up via our website, www.tricap.org. You may also contact the Tax Program Manager, at tricaptaxes@tricap.org or 320-251-1612.

Role and responsibilities:

- Review state and federal tax returns completed by volunteer tax preparers using software called Tax Wise
- Correct any mistakes made by the preparer to ensure accuracy of all returns
- Compile completed return packet to be given back to customer
- Provide support and leadership to other volunteers, answering tax questions as needed
- Work cooperatively with staff and other volunteers to deliver high-quality service to customers

Skills required:

- Strong background in individual income tax required, with knowledge of low-income tax preferred
- At least two years experience preparing individual income tax returns
- High attention to detail
- Ability to provide feedback to other volunteers in a clear and supportive manner
- Experience with Volunteer Income Tax Assistance (VITA) preferred
- Enjoy working in a diverse ethnic and socio-economic environment

Commitment and timeline:

January – April 15

- Training on Tax Law - federal and state- January 8 to 10 hours
- Software training 4 to 12 hours
- Review and Prepare tax returns – End of January – April Volunteer at least once a week for 4 hours

Locations:

Tri-CAP currently operates sites in our service area of Stearns, Benton and Sherburne counties. Volunteers select a site that is convenient to work at and best works with their schedule.

