

**Assistant Tax Site Manager  
Seasonal/ Part-time / Chicago and Suburbs IL  
Date Posted: September 15, 2014**

The Center for Economic Progress (CEP) is seeking highly organized and motivated individuals to support our programs by assisting the manager of one of our tax sites that provides free tax preparation services to low income families and individuals. This is a part-time seasonal position (December 1, 2014 through April 30, 2015).

CEP provides free tax preparation, tax-related legal assistance and financial coaching services that assist low-income clients in accessing significant financial resources, improving their credit status and building savings. Annually the CEP staff and 1,200 volunteers provide high-quality tax preparation and tax-related legal and financial services to over 20,000 clients in Chicago and surrounding communities.

**Position Description**

The Assistant Tax Site Manager is responsible for ensuring the timely and accurate filing of electronic tax returns at a community-based volunteer-driven tax return preparation site operated by the Center for Economic Progress (CEP). The Assistant Tax Site Manager provides support and guidance to volunteer staff who prepare tax returns for low and moderate-income taxpayers.

The Assistant Tax Site Manager helps to ensure effective integration of tax and financial services onsite, including tax return preparation, financial partnerships, and prepaid debit card, maximizing client exposure and enrollment. This position provides additional assistance as directed by the Tax Site Manager.

**Responsibilities**

- Support tax site operations as directed by Site Manager, including but not limited to intake, tax preparation, financial services integration and promotion, quality review, sorting, volunteer management, and supply management
- Serve as point person for orienting new volunteers, tracking volunteer data and approving volunteer time
- Maintain a well-organized facility that flows smoothly, ensures adequate supplies, and securely retains required files and documentation
- Promptly resolve rejected returns, according to CEP guidelines and procedures
- Promptly and accurately transmit e-filed tax returns

**Qualifications**

Experience:

- Minimum of two years general office experience working with computers
- Experience preparing income tax returns with TaxWise software preferred
- Previous working experience with CEP or other VITA program strongly preferred

Demonstrated Competencies:

- Works well with a diverse population of clients and volunteers
- Works well in a fast-paced environment with multiple priorities

- Able to adapt to new technology and new software products
- Possesses a supportive and professional manner

Specialized Skills:

- Demonstrates superior customer service skills and strong general office computer skills
- Strong preference for individuals with knowledge of professional tax preparation software
- Ability to speak a specific second language may be required for employment in some locations

***All Tax Site staff is required to attend training as determined by CEP. Successful candidates must also pass a tax preparation certification test.***

**Physical Requirements of Position**

Ability to work evenings and/or weekends throughout the tax season as scheduled.

**Compensation**

This position is temporary/seasonal, with a competitive hourly rate.

**To Apply**

Submit a cover letter and resume by October 17, 2014 to:

Cheryl Travers, Human Resources Business Partner

Mail: 567 W. Lake Street, Ste. 1150, Chicago IL 60661

E-mail: [jobscep@economicprogress.org](mailto:jobscep@economicprogress.org) Fax: (312) 630-0276

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**\*\*\* No Phone Calls Please\*\*\***