

TAX SITE MANAGER
BALTIMORE CASH CAMPAIGN

Program Description: The Baltimore CASH Campaign (CASH), its partner organizations and volunteers provide free tax preparation assistance to working families and individuals at 15-20 community tax preparation sites throughout the Baltimore City area.

Position Description: **Site Manager (Temporary Contract Position – up to 40 hours/week)
January 2017 to March/April 2017**

Manage or assist with the running of a tax site which prepares free returns for Baltimore's working families. This is an exciting, rewarding and challenging position and requires supervision of a free tax site during the tax filing season. The site manager is ultimately responsible for maintaining the quality procedures and processes required by the IRS and Baltimore CASH to ensure the accuracy and proper filing of tax returns at the site.

Responsibilities:

- **SITE OPERATIONS**
 - Oversee proper operations of tax site, including the intake, preparation, quality review and filing of tax returns
 - Assist volunteer tax preparers
 - Prepare individual (1040) tax returns for clients with incomes under \$54,000
 - Maintain accurate and complete tax files
 - Manage electronic filing of tax returns
- **IRS COMPLIANCE AND QUALITY CONTROL**
 - Responsible for maintaining compliance with IRS quality procedures and guidelines
 - Responsible for maintaining quality procedures, accuracy and security of tax files
- **SUPERVISION AND RETENTION OF VOLUNTEERS**
 - Support all volunteers by providing tax assistance as required
 - Work with the Volunteer Coordinator to proactively manage volunteers.
 - Focus on volunteer retention and satisfaction to ensure future volunteer availability and ongoing support for the tax site

Qualifications:

- Commitment to the mission of the Baltimore CASH Campaign and the community it serves
- Tax, legal, financial or similar training and/or experience
- Knowledge of the 1040 form helpful. CASH Campaign provides training needed to pass required IRS tests
- Ability to work with the public, volunteers and campaign partner staff
- Most managers must be available to work evenings and Saturdays
- Must be available to attend training sessions for Site Managers in November and December 2016
- Candidate must be able to successfully achieve IRS advance level preparer certification through an IRS developed exam for volunteer tax preparers (VITA) as a condition of employment

Interested candidates should forward a cover letter and resume to:

Rob Bader
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