

UNITED WAY OF BROOME COUNTY
POSITION DESCRIPTION



POSITION TITLE: VITA Site Associate
REPORTS TO: Director, Community Initiatives & Planning
STATUS: Non-Exempt
CATEGORY: Part-Time
LOCATION: United Way of Broome County Office
HOURS: Part Time, Seasonal, November – April

POSITION SUMMARY STATEMENT:

This position is responsible for providing support within the Community Initiatives & Planning Department. The primary role of the VITA Site Associate is to support the VITA Site Coordinator in the daily operational activities involved in the successful performance of the United Way of Broome County (UWBC) VITA program. They are also responsible for working in partnership with UWBC staff and volunteers to ensure all VITA Program requirements are met and taxpayer's returns are done correctly.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Coordination

- Under the direction of the VITA Site Coordinator, assist in the development, coordination, and implementation of the United Way VITA Program.
- Complete the Site Coordinator training and obtain all necessary IRS required certifications for preparation of income tax returns to be processed at the UWBC VITA site.
- Maintain a folder with copies of all certifications, with the signed volunteer agreement, on site. Update as needed.
- Assist with ensuring UWBC VITA site meets all IRS and VITA Grant compliance requirements and policies.
- Under the direction of the VITA Site Coordinator, assist in the preparation of reports as needed.

Returns

- Under the direction of the VITA Site Coordinator:
 - Provide quality review of all taxpayer returns performed at the UWBC VITA site ensuring all information from the taxpayer at the site was considered, all intake questions are answered, and there is no apparent missing information.
 - Ensure all returns are filed properly. Follow up on any rejected returns.
 - Maintain confidentiality and objectivity on all taxpayer returns.
 - Maintain tracking system of returns filed, method filed, accepted, rejected and release forms.

QUALIFICATIONS

Qualified candidates for the position will possess the following:

Education and Experience Required:

- Prior tax return preparation experience is required. Prior experience in a VITA program is a plus.

Skills Required:

- Successfully pass all required IRS certification exams at the advanced level and for any specialized tests as required for preparation of income tax returns to be processed at the site.
- Basic computer skills for reviewing taxpayer return information.
- Verbal and written communication skills to include the ability to present ideas clearly and concisely, engage others, and take into consideration the perspectives of others.

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- Operational planning skills to include the ability to allocate resources based on priorities, maintain accountability, utilize personnel and other resources efficiently to accomplish projects, and anticipate and plan for potential obstacles.
- Problem-solving and decision-making skills to include the ability to identify, analyze, organize, and solve problems in a timely and effective manner; and to use data and inputs from others to make sound decisions
- Interpersonal skills to include the ability to appeal to reason, values, or emotion to generate enthusiasm for the work, commitment to task objectives, or compliance with orders and requests; and the ability to build, leverage, and maintain mutually positive relationships which provide support for—and add value to—United Way, its programs, and the community.

PHYSICAL DEMANDS: (sitting, standing, lifting, etc.)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasional walking or standing is required. The hands are regularly used to write, type, key and handle or feel small controls and objects.

For consideration, please send cover letter and resume via e-mail to finance@uwbroome.org, or mail to:

United Way of Broome
Attn: Finance
PO Box 550
Binghamton, NY 13902-0550

United Way of Broome County recruits, hires and promotes without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status or any other status protected by applicable law.