

Volunteer Income Tax Assistance (VITA) Quality Reviewer United Way of Kenosha County

Position Type: Part Time/Seasonal (Grant Funded – Estimated 120 hours)

Reports to: Program Coordinator

Location: On-site/in-person at VITA locations

Position Overview:

The VITA Quality Reviewer is responsible for conducting on-site quality reviews and ensuring accurate and compliant tax return preparation across all VITA sites in Kenosha County. This position provides tax-related technical support, e-filing administration (as necessary), and assistance to volunteers in maintaining program integrity and compliance with IRS standards.

Key Responsibilities:

- Conduct quality reviews of tax returns from all VITA sites.
- Verify all items listed in the Quality Review Checklist (Publication 4012).
- Review supporting documentation and taxpayer information to ensure accuracy of return entries.
- Reference and apply tax law to confirm accuracy of determinations.
- Provide support for volunteers as they complete tax returns.
- Perform final return review with clients.
- Ensure compliance with Quality Site Requirements (QSR).
- Support the Program Coordinator and Site Coordinator in managing returns.
- Adhere to all required IRS publications and guidelines.
- Understand all aspects of VITA site operations and volunteer roles.
- Support program staff and volunteers in maintaining a high standard of accuracy and taxpayer service.
- Perform other duties that advance the goals of the VITA program and United Way of Kenosha County.

Minimum Qualifications:

- Knowledge of federal and state tax law.
- Demonstrated interpersonal and communication skills.
- Ability to provide clear support to volunteers.
- Strong attention to detail, critical thinking, and problem-solving skills.
- Experience in tax preparation software and e-filing systems.
- Demonstrated ability to manage multiple tasks and deadlines.
- Friendly, flexible, and reliable.

Desired Qualifications:

- Strong knowledge of federal and state tax law relevant to VITA program guidelines.
- Proficiency in tax preparation software and e-filing system,

Requirements:

- Successful completion of IRS Advanced Tax Law Certification and Quality Reviewer Training.
- Must possess valid driver's license and have access to reliable transportation.
- Must be willing to travel to VITA sites, meetings, and trainings within Kenosha County and surrounding areas.

Physical Demands:

- While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl. The employee must occasionally lift or move up to 30 pounds.

Compensation and Employment Details:

This is a temporary, part-time, grant-funded position expected to run approximately 14 weeks from January 6 through April 11, 2025. Benefits are not included.

- **Training Period:** 4 weeks total
 - 3 weeks of certification training (3 hours per week) paid at **\$13/hour**
 - 1 week of on-the-job training (9 hours total) paid at **\$13/hour**
- **Probationary Period:** Following successful completion of on-the-job training, pay increases to **\$15/hour** for a 2-week probationary period.
- **Regular Employment:** Upon successful completion of the probationary period, pay increases to **\$17/hour** for the remaining weeks, averaging **12 hours per week**.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list. *** This is a Grant funded position and salary is dependent on funding availability. Position can be eliminated at any time because of lack of funding to support this position.***

To apply: Candidates must send a resume and preferably a cover letter to info@kenoshaunitedway.org. In the subject line please write the following: Application for Quality Reviewer. Applications reviewed on a rolling basis through Thursday December 4th