



VOLUNTEER TAX PREPARER

Organization:

Central Arkansas Development Council is a private nonprofit community action agency organized in 1965. The mission of CADDC is to improve the quality of life and build strong communities in Arkansas. CADDC provides programs and services designed to build self-sufficiency, including financial education, single parent scholarships, family development, community technical assistance, tax assistance, promotion of free tax credits, including EITC and the Child Tax Credit, and other capacity-building services.

Responsibilities:

1. Complete training and certification
2. Provide quality assistance, maintaining confidentiality of customer information
3. Interview customer, prepare return and electronically file return
4. Exclude service to no one because of race, color, sex, age, national origin, or disability
5. Make referral as necessary to IRS or tax professional
6. Perform quality review
7. Give copy of return to customer
8. Provide information regarding CADDC programs and services
9. Ensure no compensation is accepted
10. Maintain Confidentiality and Adhere to Agency and IRS Policies and Procedures
11. Other duties as Assigned

Qualifications:

Education: High School Diploma or GED Required

Special Knowledge & Skills: Computer proficiency including working with databases and spreadsheets. Must be able to learn basic tax law.

Demonstrated Competencies: Previous knowledge of tax law. Good communication skills; ability to work independently; excellent organizational skills; high level of productivity; initiative; and highly ethical; and committed to the agency's mission. Must be able to maintain confidentiality. Computer proficiency in working with databases and spreadsheets preferred. Other requirements may apply.

To Apply, Contact the Following Persons During Regular Business Hours:

In Saline, Pulaski, Lonoke Counties:

Ms. Susan Wills
PO Box 580, 321 Edison Ave., Benton AR
501-778-1133 / swills@cadc.com

In Clark, Dallas, Calhoun, Union, Columbia, Ouachita, Pike, Montgomery, and Hot Spring Counties

Ms. Jean Sorrells
112 Hwy 270 North, #10; Mt. Ida, AR
870-867-0151 / jsorrells@cadc.com