

## CAASNМ NEEDS TWO TAX PREPARERS FOR TAX SEASON 2019.

Are you good with numbers? Be a tax preparer!

You will work with taxpayers directly, preparing tax returns and helping them obtain a tax credit or refund. Even though experienced applicants are preferred, experience is not necessary because we will train you on the latest tax preparation forms and software.

**JOB TYPE:** Temporary, part-time (up to 30 hours per week).

**CLOSING DATE/TIME:** Monday 12/3/18 11:59 PM Mountain Time or until filled.

### TAX PREPARER JOB DESCRIPTION

#### Position

**Summary:** Works with taxpayers directly; filling out tax returns and helping them seek a refund and/or tax credit. Manages computer equipment, ensure taxpayer data security and provide technical assistance to volunteers at 2 tax sites. Makes sure program operations run smoothly and maintains quality control.

#### License

**Requirements:** Valid NM Class D driver's license required. Must be insurable.

**Education:** High school degree. Associate or Bachelor's degree is highly desirable.

**Experience:** Even though experience in preparing taxes at AARP, VITA or TCE sites is desirable, CAASNМ will train tax preparers on the latest tax preparation forms and software.

**Skills/Abilities:** Ability to be self-starting and self-motivated, with general supervision from the Family Empowerment Director; ability to work with high and low income groups of people and strong quantitative skills. Strong computer literacy and proficiency with Microsoft Office and web-based programs. Bilingual in English and Spanish is highly desirable.

**Job Description:** Works closely with other service units to fulfill CAASNМ' mission to help people achieve economic self-sufficiency. Offers free tax preparation services in English and Spanish and connects workers with access to tax credits that reduce their dependence on refund anticipation loans and payday loans, which helps them keep their refunds, save more money and increase their disposable income. Position is subject to Drug and Alcohol testing policy when mandated.

If you are interested in working as a tax preparer at CAASNМ, please contact Rodolfo Acosta-Perez at [acostar@caasnm.org](mailto:acostar@caasnm.org), or at 575.527.8799, ext. 136. You can also stop by our main office at 3880 Foothills Rd., Ste. A Las Cruces, NM 88011 for more information.