

VITA (Volunteer for Tax Assistance) Site Coordinator for upcoming tax season needed!

Watauga County Public Library is looking for a part-time Site Coordinator for Volunteer Income Tax Assistance (VITA) program. The position will run from January, 2018 through mid-April 2018 and the selected candidate will work Friday evenings and Saturday mornings averaging 8-10 hours per week. A stipend will be paid once the program is over. VITA is a program in which certified volunteers prepare and file federal and state income tax returns for Watauga County taxpayers. This position will administer the program along with an experienced volunteer and support from Appalachian State University's College of Business. The Program Site Coordinator will prepare tax returns and learn about site coordination activities such as quality reviewing tax returns prepared by other counselors, overall supervision of the site, liaison with the IRS, and others. Training will be provided in obtaining necessary certifications and in preparing tax returns. Computer skills and excellence in communication with the public are highly desired. Experience in tax preparation or tax law is a plus. Review of resumes will begin immediately and continue until the position is filled. Please submit a resume to Monica Caruso, Watauga County Public Library, 140 Queen Street, Boone, NC 28607 or at mcaruso@arlibrary.org , 828-264-8784, X 4.