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| Job Title: | **Tax Coordinator** |
| Department: | **Community Services/Financial Management Services/Tax Program** |
| Reports to: | **Financial Management Services Manager** |
| Grade: | **$16.00** |
| Supervises: | **Tax Scheduler and Volunteers** |
| FLSA Status: | **Temporary Full-time** |
| Prepared by: | **Karen A. K. Emerson** |
| Date: | **February 1, 2021** |
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| Purpose:To support free tax preparation service for the underserved in NMCAA’s communities by supervising and coordinating the seasonal volunteer tax preparation program, leading Northwest Michigan Tax Coalition, and helping promote Earned Income Tax, Home Heating, and Property Tax credits for low to moderate income customers. |
| Essential functions:* Ensure compliance with IRS, DHS, and NMCAA policies and reporting requirements.
* Volunteer recruitment and training in ten county service area.
* Set up tax program sites including computer hardware and software.
* Organize Northwest Michigan Tax Coalition meetings.
* Schedule tax blitz days at designated areas.
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| Position Objectives:* Supervision and Coordination of tax preparation
* Work with Tax Program Staff to provide efficient and friendly service in seasonal tax preparation program.
* To represent NMCAA in a professional, supportive, and knowledgeable manner.
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| **Measured by:*** Annual performance reviews
* Annual ROMA reports
* Ongoing assessment
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| **Minimum Education:*** BS/BA or equivalent work experience.
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| **Minimum Experience:*** 5 years’ previous experience.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Strong computer Skills with experience in data management and reporting
* Excellent communication skills in customer service capacity
* Good organizational skills and self-motivated
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| **Minimum Physical Expectations:*** Physical activity that always requires keyboarding, sitting, phone work and filing.
* Physical activity that always requires extensive time working on a computer.
* Physical activity that often requires travel by car and/or air.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that sometimes requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:**The Tax Coordinator operates in an office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Occasional travel between tax sites is required. |