

JOB DESCRIPTION

DATE PREPARED: *July 2021*

POSITION TITLE: *VOLUNTEER Tax Coordinator*

PROGRAM: *Senior GAP*

JOB SUMMARY: *Provides office support relating to submission of annual taxes to partner-accountants and maintenance of new and existing clients' tax matters.*

Location: Forest Grove

Hours: Four hours / week

ESSENTIAL JOB RESPONSIBILITIES:

- Maintain updated forms and organize tax status spreadsheet for group reference
- Receive and process tax-related mail, emails and voicemails
- Prepare IRS informational updates and monitor responses
- Communicate and coordinate with CPAs and other tax professionals
- Maintain calendar of and meet deadlines for filing and extensions

REQUIREMENTS AND QUALIFICATIONS:

- Attention to detail
- Familiarity with tax preparation
- Experience with Quicken/QuickBooks is a bonus

PHYSICAL ACTIVITIES:

- Ability to deliver tax packets to preparers would be appreciated, but not mandatory