



Position Title: Part-Time VITA Program Site Supervisor

Job Code: 8349

Reports To: Department Chair

Grade: CT

FLSA: Non-Exempt

Job Description:

The Volunteer Income Tax Assistance (VITA) Site Supervisor will be responsible for supervising volunteer College students in the preparation of Federal Income Tax Returns taxpayers.

Duties & Responsibilities:

- Reviews each tax return.
- Ensures Tax Returns are in compliance with Federal tax regulations prior to submittal to the Internal Revenue Service (IRS).
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate in Science degree from a regionally accredited institution and two (2) years of experience
- TEMPORARY POSITION

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name