



INCOME TAX CLINIC SUPERVISOR – PART-TIME CONTRACT

Employment Period: February 7, 2022 – May 13, 2022

Hourly Rate: \$18.00 per hour

Hours per Week: 18

SCOPE OF POSITION

To oversee the NROCRC Community Volunteer Income Tax Program's (CVITP) implementation and registration process. The supervisor will verify client documentation, communicate with clients, register clients for appointments with volunteers, schedule volunteers and supervise the on-site operations for filing returns.

JOB DESCRIPTION

- Be well informed of CVITP information and procedures. Attend training provided by CRA and NROCRC
- Schedule volunteers for on-site drop off filing of returns; prioritize clients based on first come, first served basis, providing all documents are in place
- On-site supervision of volunteers during tax clinic times; provide support to volunteers as needed
- Respond to clients by phone or by email re: income tax process, required documents, schedule appointments and follow-up
- Ensure electronic documents and paper copies are updated and accessible for clients
- Enter data into a database

QUALIFICATIONS

- Secondary school diploma
- Experience with completing income tax returns and familiarity with income tax guidelines is necessary
- Excellent organizational skills
- Excellent communication and interpersonal skills

- Computer literacy skills are required
- Experience working with diverse client groups
- Fluency in English essential, other languages an asset
- Must be available to work Monday, Tuesday, or Wednesday from 4:30 – 8:30 and Saturday 10:00 – 3:00 pm effective March 2, 2022 – April 30, 2022. February and May schedule is flexible day work.
- Must be fully vaccinated against COVID-19

Please submit your cover letter and resume by 4:30 pm on January 19, 2022.

Reply to: Janet Donovan, Operations Manager

By email: jdonovan@nrocrc.org

We would like to thank all candidates for applying; however, only those selected for an interview will be contacted directly. Due to the high volumes of interest applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes application from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.