

Tax Clinic Return Preparer

Duties/Responsibilities

Prepare between five to eight returns at each clinic attended for low income Albertans. Returns can be prepared manually or by using software.

Location

Alberta

Time Commitment

One three hour tax clinic.

First time volunteers are encouraged to attend one two hour in-person training session prior to attending their first clinic.

Requirements

Member in good standing, a CPA Candidate, or a post-secondary student who has completed at least one university level personal tax course.

Experience with Canadian personal income tax would be an asset, but training is provided.

Volunteer Interests

Community Service, Tax Clinics

Recruitment starts in December each year. Clinics take place in March and April.