

Tax Clinic Reviewer

Duties/Responsibilities

A Tax Clinic Reviewer is responsible to assist with troubleshooting on-site, answer volunteer questions, and perform quality assurance on the tax returns completed. Reviewers will be assigned to priority clinics—sites which see more complex returns, higher volumes and/or sites with primarily new volunteers.

Location

Alberta

Time Commitment

Tax clinic times vary although most are in the evening from 6:00 p.m. until 9:00 p.m. There are a few Saturday clinics.

One three hour clinic commitment is requested.

Requirements

Member in good standing.

Three years of tax clinic experience.

Work experience in the tax field.

Breadth of knowledge of different tax situations (seniors, newcomers, families, students etc.).

Experience using ProFile tax software.

Volunteer Interests

Community Service, Tax Clinics

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