

Kent State -VITA volunteer internship – Position Descriptions, requirements, and qualifications details

Position description

- Prepare tax returns for taxpayers who qualify for the IRS Volunteer Income Tax Assistance Program (VITA). Taxpayers include students, staff, and community members.
- Individuals include both residents and nonresidents of the United States
- Tax returns are typically simple Form 1040 or 1040-EZ, Form 1040NR, Form 8843
- Review Taxpayer Intake Sheet with taxpayer before entering data into the computer. Ask appropriate questions to make sure all income, deductions and allowable credits are claimed.
- Perform quality reviews of returns prepared by other VITA volunteers and provide feedback regarding errors made on tax returns
- Provide technical and computer input assistance to other volunteers
- Assist with electronic filing of tax returns
- Schedule appointments with taxpayers
- Assist in program outreach and recruiting volunteers

Position requirements

- Unpaid position – may apply for scholarship dollars from the Office of Business Experience
- Dependable and able to work flexible hours, including Saturdays, and fulfill minimum 300 hours required for accounting internship credit or for other academic, hours as approved by the career services office. Please see www.kent.edu/business/accounting-internship-program.
- Advanced and Foreign student and scholar training provided
- Must pass advanced and foreign student and scholar certification tests prior to January 22, 2020
- Answer taxpayers' questions
- Maintain confidentiality
- Report to and receive feedback from Kent State's VITA tax coordinator and site coordinator.
- Advance approval required in order to take any classes during the internship

Qualification details

- Prior tax preparation experience is not required but completion of tax class is preferred
- Minimum GPA 3.0
- Good attention to detail
- Ability to follow IRS and Ohio tax laws, regulations, and other guidance
- Strong communication and interpersonal skills
- Computer skills, including desire to learn to prepare tax returns in two software programs
- Bilingual is a plus