



## Ladder Up Seasonal Quality Reviewer

Ladder Up provides hardworking people with the financial resources and opportunities they need to move up the economic ladder. Through its Tax Assistance Program, Ladder Up offers free tax return preparation to thousands of Chicago-area residents each year by engaging more than 1,000 volunteers, many recruited from the area's top companies and universities.

For more information about Ladder Up, please visit [www.goladderup.org](http://www.goladderup.org)

### **Position Description:**

Quality Reviewers play a vital role in working with our clients to ensure that their individual income tax return is prepared accurately. Quality Reviewers review a client's tax return in detail after it has been prepared by a volunteer tax preparer. This role also works to ensure that the client's confidential data and paperwork are properly saved and marked appropriately for record keeping and to be e-filed if applicable. We are looking for friendly and detail oriented individuals who will provide clients with a quality tax preparation experience.

### **Qualifications:**

- Excellent leadership and customer service skills
- Enthusiastic and positive attitude
- Highly organized, detail oriented and flexible in a dynamic environment
- Background in taxes or VITA experience is a plus
- Able to lift, move, and set up laptops at site locations

The position is active from late January through the end of the filing season (April 18, 2018). Hours will vary based on the tax sessions calendar. The pay is \$20/hour. Interested candidates should send a resume and cover letter to:

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Operations Manager  
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