

LADDER UP

Tax Quality Reviewers (Part-Time, Seasonal)

Organizational Background

Ladder Up is an entrepreneurial, Chicago-based nonprofit dedicated to providing free financial services to hardworking, low-income families and individuals. Through free tax return preparation, college financial aid application assistance, and financial education, Ladder Up helps its clients access the resources they need to move up the economic ladder. The organization offers two free programs to Chicago-area clients:

- **Tax Assistance Program (TAP):** By training and deploying 800+ volunteers, Ladder Up offers free tax return preparation at more than a dozen Chicagoland tax sites
- **Life-Improving Financial Tools (LIFT)**
 - **Financial aid:** Ladder Up helps low-income, minority, and first-generation students access financial aid for higher education
 - **Financial literacy:** Ladder Up provides one-on-one financial coaching to individuals and on-site financial education workshops for partners

Quality Reviewer Seasonal Position (January – April)

Position Description:

Quality Reviewers play a vital role in working with our clients to ensure that their individual income tax returns are prepared accurately. Quality Reviewers review a client's tax return in detail after it has been prepared by a volunteer tax preparer. Quality Reviewers also 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, professional, and detail-oriented individuals who will provide clients with a high-quality tax preparation experience.

Position Qualifications:

- Excellent leadership and customer service skills
- Enthusiastic and positive attitude
- Highly organized, detail-oriented and flexible in a dynamic environment
- Open to working at multiple tax sites
- Background in taxes or VITA experience is not required but considered a plus
- Able to lift, move, and set up laptops at tax site locations

The position is active from mid-January through the end of the filing season (April 15th, 2019). Our tax sites are located all over the Chicago area and can be viewed on this map or on our website. Hours will vary based on the tax sessions calendar and the candidate's willingness to travel to open tax sites. The starting pay rate is \$17/hour or commensurate with experience.

To Apply

Please send a cover letter and resume to Lilly Lavner, Ladder Up Tax Assistance Program Director, at llavner@goladderup.org.

For more information about Ladder Up, please visit www.goladderup.org