



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### POSITION ANNOUNCEMENT

**Position:** Tax Program Monitor (Part Time)

**Location:** Hampton, VA

**Component:** Program Operations

**Supervisor:** Director of Planning

**Purpose of Position:** To ensure the smooth operation and success of the free tax return preparation program and other initiatives that improve the economic stability of citizens.

**Qualifications:** Prior experience with VITA a plus. Experience with US tax law. Expertise handling computer databases, including knowledge of software and hardware. Experience as a tax preparer. Must possess and maintain a valid Virginia driver's license. Criminal record check.

**Duties:** Greet tax clients, prepare the clients for their appointments, and start an inquiry in Empower. Inform clients about the VITA tax preparation process. Collect relevant financial records including pay stubs and income statements, place them in a VITA envelope, and pass them on to the Tax Program Monitor. Ensure clients have proper identification. Make appointments for clients. Build customer relationships to promote and expand the VITA program. Act as a representative for clients with applicable agencies as required. Assist with inputting data from financial records into tax return software. Complete and file tax documents with the IRS and state and local governments, representing clients with applicable agencies as required. Attend community outreach activities – day, evening, and weekends. Create and distribute marketing material that supports Tax Program activities. Other duties as assigned.

**Salary:** \$15.00 - \$18.00 per hour. Twenty-Five to Twenty Nine (25 – 29) hours per week.

**Application:** Please go to <https://hrcapinc.org/about/employment/> and complete an online application, or you can print and fill out the application and email it to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org), fax it to 757-534-9240, or mail or deliver it in person to HRCAP at 2410 Wickham Avenue P.O. Box 37 Newport News, VA 23607

**Closing Date:** Applications accepted until position is filled.