

Tax Representative
Position available year-round
Telecommuting available
Date posted: September 22, 2010

The Center for Economic Progress (CEP) is a non-profit organization dedicated to helping working families move from financial uncertainty to financial security. Our free tax clinic assists low-income taxpayers with tax issues, resolving over 500 cases since 2005 and saving clients over \$1,000,000 in taxes. We are in search of volunteer tax representatives to assist tax clinic clients.

Tax representative role:

With guidance from the Tax Clinic Manager, tax representatives assist in direct representation of taxpayers. Primary responsibilities include:

- Explaining IRS letters to taxpayers and advising on IRS deficiency notices
- Resolving correspondence audits, including denials of EITC or dependents
- Arranging separation of liability for certain joint filers
- Preparing prior year tax returns for non-filers or stop-filers ancillary to IRS controversy or related to Individual Taxpayer Identification Number (ITIN)
- Filing amended tax returns to add client information such as previously undeclared income or deductions and credits to which the client is entitled
- Lifting wage, Social Security and bank garnishments by filing Offers-in-Compromise (OIC)
- Contacting the IRS by phone to obtain client information and negotiate on client's behalf using an executed Form 2848 (Power of Attorney)
- Resolving issues with a letter to the IRS
- Completing administrative forms

Requirements:

We will provide you with the guidance and tools that you need to represent taxpayers confidently and successfully. In return, we ask that you:

- Follow through on cases that you agree to take on, seeing them through from start to finish
- Exhibit patience and an appreciation of the challenges facing low-income taxpayers while firmly underscoring taxpayer responsibilities
- Agree to follow CEP policies and procedures as outlined in our Volunteer Orientation Manual
- Complete volunteer registration process and all required paperwork

Qualifications:

A willingness to learn is the only real requirement for this position. The following skills come in handy for tax representatives:

- Experience as an attorney, certified accountant, or enrolled agent (position available to non-certified volunteers as well)
- Working knowledge and understanding of current tax credits impacting low-income workers
- Ability to complete multiple year tax returns, including amended returns
- Proficiency in a second language

If you have questions about how your skills may fit with the tax representative position, please contact the Volunteer Services department at (312) 630-0288 or volunteer@economicprogress.org.

Benefits:

Our volunteers are rewarded by seeing their hard work make a difference. You will have the opportunity to:

- See your impact firsthand by taking on client cases from start to finish
- Make volunteering work for you with flexible scheduling and telecommuting
- Improve your skills while helping the community

How to sign up:

Volunteers are needed on an ongoing basis to assist CEP clients with their tax issues. Register to volunteer at www.economicprogress.org. For more information, please contact the Volunteer Services department at (312) 630-0288 or volunteer@economicprogress.org.

About us:

The Center for Economic Progress is a nonprofit organization dedicated to helping hard-working, low-income families move from financial uncertainty to financial security.

We are local in service. Founded in 1990, CEP provides free tax and financial services to improve the bottom line of Illinois' families. Thanks to more than 1,000 volunteers, we operate one of the largest and most established free tax preparation programs in Chicago and Illinois.

We have served more than 200,000 families, returning \$300 million plus in refunds – more than any other organization of our kind. We also provide year-round financial counseling and tools that support and empower the residents of our communities.

We are national in voice. Leading a coalition of like-minded organizations from across the country, we find the solutions that work for working families. What we learn on the ground, we translate into best practices in the field and into workable policies at the federal and state levels.

The Center for Economic Progress is an Equal Opportunity Employer which values a culturally diverse workplace and welcomes persons with disabilities.