



Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

JOB INFORMATION

Position Title:	Volunteer Income Tax Preparer – Income Tax Clinic
Reports to:	Project Officer – Income Tax Clinic
Job Type:	Short term (up to 35 hours/week)
Apply by:	Immediately
Training period:	February 2025
Start date:	March 3rd, 2025
End date:	April 30th, 2025

ELIGIBILITY CRITERIA

You can apply if you meet the following criteria to become a volunteer:

- ✓ Be a resident of Ontario and eligible to work
- ✓ Canadian citizen, permanent resident or a newcomer with a work permit (without restrictions)
- ✓ Provide a Police Check
- ✓ Have a registered Social Insurance Number (SIN)

PROGRAM SUMMARY:

As a volunteer of the Rideau-Rockcliffe Community Resource Center (RRCRC), you will gain an enriching experience with our Income Tax Clinic program. You will be part of a cohort of volunteers, working on a short-term basis. You will receive training and individual support. By the end of the program, you can expect to have a recognized professional experience and be part of an excellent work network. A ceremony of recognition will be held in May /June.

JOB SUMMARY

The volunteer for this position is a tax preparer who will prepare income tax returns for individuals and families. The Income Tax Clinic is one of the essential services that Rideau-Rockcliffe Community Resource Centre (RRCRC) offers to the eligible taxpayers in the Ward 13 catchment area. This service assists low-income families and individuals in filing their Income Tax forms at our Centre and at some community buildings. The service is offered in person, or virtually when needed. This program operates from March to April each year. In order to be eligible to work, the tax preparer must register for the CRA, CVITP program. Under the Income Tax Clinic Project Officer's supervision, the tax preparer is primarily expected to use a software to calculate and prepare income tax returns for individuals. In this position, the volunteer will gain skills in income tax returns and human relations.

PRIMARY DUTIES & RESPONSIBILITIES

A. Primary duties

- Attend the training courses provided by CRA and the Income Tax Clinic Project Officer.
- Support scheduling the appointments of individuals.
- Support the Income Tax Clinic logistics.
- Prepare and file income tax returns for eligible taxpayers in accordance with CRA guidelines, using the Income Tax Program tax software provided.
- Ask the taxpayer for clarification of information when necessary.
- Report any questions or concerns to the Income Tax Clinic Project Officer.
- Protect the taxpayer's privacy by never using or divulging any information provided by the taxpayer for any purpose other than the preparation of their income tax and benefit return.
- Return the completed income tax return and all relevant documents to the taxpayer.
- Treat people with dignity, being friendly within professional boundaries.

B. Other duties

- Work closely with colleagues.
- Report regularly to the Income Tax Clinic Project Officer.
- Participate in team meetings.
- Other Income Tax Clinic tasks as assigned by the Income Tax Clinic Project Officer.

JOB REQUIREMENTS

A. Knowledge:

- High School or Post-Secondary education.
- Speak and understand English and French, both written and oral.
- Experience with a tax preparation software like Profile or U-File is an asset.
- Knowledge of tax law is an asset.
- Register with CVITP (with the help of the Income Tax Clinic Supervisor).
- Obtain an EFILE number through CRA (with the help of the Income Tax Clinic Supervisor).

B. Competencies:

- Intermediate computer skills and experience with Microsoft Office Suite, Zoom, Google Meet and MS Teams.
- Ability to work with the public.
- Ability to work in person from RRCRC's location at 815 St Laurent Blvd.
- Strong communication and interpersonal skills.
- Patience and understanding/sensitivity to unique taxpayer needs.
- Punctuality and attention to detail.
- Good math skills.
- Previous experience working with marginalized individuals, those with mental health and addiction issues is an asset.

- To speak Arabic, and other languages fluently is an asset.

APPLY

Please complete the following volunteer application registration:

<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.volgistics.com%2Fappform%2F1207426632&data=05%7C02%7CCamila.Pastran%40crrr.org%7Cd6ea4208687548b3883908dcd805b393%7C08f58993c397417d9a94216e57a7546c%7C0%7C0%7C638622766196940697%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdta=JskCXeqzKkJnThTOZ6gQIk%2FdEw4EVEDNcYnvlYtlvjE%3D&reserved=0>

We thank all the candidates for their interest. We will contact you for the next steps of the process.