



Tax Associate Intern *Fall* *2018/Spring 2019*

Every year, the *Campaign for Working Families, Inc.* recruits, trains, and manages hundreds of volunteers and interns who staff free tax sites across Philadelphia and surrounding counties, as well as South Jersey. In 2018, CWF's Philadelphia and South Jersey tax sites provided over 33,000 taxpayers with access to important tax credits through free tax preparation, resource building and asset development services. Since our founding, we have brought in over \$398 million in refunds to our region's economy.

For this upcoming tax season, CWF is seeking highly-motivated and mature individuals with above average PC skills to fill our Tax Associate intern positions. **The position is ideal for students with Work Study grants;** however, *all* students are encouraged to apply as each will learn critical skills that will enhance your resume and prospects for employment upon graduation.

Individuals should possess strong quantitative skills, accounting or tax preparation experience. This is a great training opportunity for Accounting, Finance and Business majors. Tax Associates will be engaged in various roles including tax preparation (including virtual) and Quality Review, as well as operations/administrative support. Duties and responsibilities may expand based upon individual strengths and schedule availability.

Requirements & Responsibilities:

- Attend 20-24 hours of training to certify as an Advanced Tax Preparer during the month of November
- Assist with tax preparation trainings held for volunteers in January
- Commit to 10-12 hours per week from January 21st through April 15th
- Attend our annual *Financial Wellness Day*
- Serve at least one shift with our Mobile Tax Team
- Work closely with Site Management Team and serve as Quality Reviewer
- Support Site Management Team in administrative tasks

Only students who can make the commitment outlined above are encouraged to apply.

To apply, please email resume *and* cover letter to Jonathan Barnes,
Volunteer & Special Projects Manager: jbarnes@cwfp Philly.org.

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