



## Job Description and Responsibilities: Tax Site Greeter

### **Organization Information:**

Denver Asset Building Coalition was founded in 2003 with the mission of providing free tax preparation, financial education and financial services through accessible sites in Denver to help the underserved build for the future and become economically stable. ([www.denverabc.org](http://www.denverabc.org))

Denver Asset Building Coalition believes that all families deserve a prosperous and secure financial future. Every day our volunteers prepare tax returns for low income families. Without us, they'll miss out on refunds they can use to clothe their children or be taken advantage of by people not looking out for their best interests.

DABC currently operates two sites; one located at King M. Trimble at the Economic Prosperity Center, 2980 Curtis St, Denver and the second site is located at the Wells Fargo Bank Branch at 9000 E Colfax Ave, Aurora. Our sites are staffed by volunteers and are open from January through April and continue tax preparation with monthly appointments May through October. During the tax season, DABC's King M Trimble location is open Mondays, Tuesdays and Wednesdays from 5:30-8:30pm and Saturdays from 9:00am-5:00pm. Our Wells Fargo location is open on Saturdays from 9:00am-1:00pm.

In the 2011 tax season DABC volunteers prepared 3,000 tax returns, saving our clients \$600,000 in tax preparation fees. \$3,285,958 in refunds and credits were returned back to the community. DABC clients took steps towards self-sufficiency by opening 73 bank accounts and saving \$15,600 in US savings bonds.

### **Job Description:**

Greeters create the first impression our clients have by welcoming them and orienting them to the tax preparation process. Greeters perform an initial screening for eligibility and help clients start their paperwork for free tax preparation. A greeter will commit 3-4 hours of time per week during the tax season (January-April). *No tax preparation is required for this position.*

### **Qualifications:**

- Can effectively manage a crowd with positive communication and remain calm
- Customer service skills
- Basic computer skills
- High level of organization skills
- Bilingual a plus

### **Training:**

- One 4-6 hour session of classroom training typically held on a Saturday during December and January

### **Benefits to you:**

- You can choose from two sites within the Denver metro area convenient to you
- Help working families reach financial self-sufficiency
- Put an average of \$1,257 back in the pockets of working families
- Advance your career – utilize current job skills, learn new ones
- A great resume building experience
- Leadership opportunities available

### **To apply:**

Contact Karen Black, Volunteer and Intake Coordinator, at 720 865-2433 or e-mail [Karen@denverabc.org](mailto:Karen@denverabc.org)



## Job Description and Responsibilities: Tax Site Screener

### **Organization Information:**

Denver Asset Building Coalition was founded in 2003 with the mission of providing free tax preparation, financial education and financial services through accessible sites in Denver to help the underserved build for the future and become economically stable. ([www.denverabc.org](http://www.denverabc.org))

Denver Asset Building Coalition believes that all families deserve a prosperous and secure financial future. Every day our volunteers prepare tax returns for low income families. Without us, they'll miss out on refunds they can use to clothe their children or be taken advantage of by people not looking out for their best interests.

DABC currently operates two sites; one located at King M. Trimble at the Economic Prosperity Center, 2980 Curtis St, Denver and the second site is located at the Wells Fargo Bank Branch at 9000 E Colfax Ave, Aurora. Our sites are staffed by volunteers and are open from January through April and continue tax preparation with monthly appointments May through October. During the tax season, DABC's King M Trimble location is open Mondays, Tuesdays and Wednesdays from 5:30-8:30pm and Saturdays from 9:00am-5:00pm. Our Wells Fargo location is open on Saturdays from 9:00am-1:00pm.

In the 2011 tax season Denver Asset Building Coalition volunteers prepared 3,000 tax returns, saving our clients \$600,000 in tax preparation fees. \$3,285,958 in refunds and credits were returned back to the community. DABC clients took steps towards self-sufficiency by opening 73 bank accounts and saving \$15,600 in US savings bonds.

### **Job Description:**

A screener ensures clients are ready for tax preparation and helps organize their tax documentation. They talk with clients about their tax return and coach them about savings opportunities. A screener will commit 3-4 hours of time per week during the tax season (January- April) *No tax preparation is required for this position.*

### **Qualifications:**

- Customer service skills
- Basic computer skills
- High level of organization skills
- Bilingual a plus

### **Training:**

- One 4-6 hour session of classroom training typically held on a Saturday during December and January

### **Benefits to you:**

- You can choose from two sites within the Denver metro area convenient to you
- Help working families reach financial self-sufficiency
- Put an average of \$1,257 back in the pockets of working families
- Advance your career – utilize current job skills, learn new ones
- A great resume building experience
- Leadership opportunities available

### **To apply:**

Contact Karen Black, Volunteer and Intake Coordinator, at 720 865-2433 or e-mail [Karen@denverabc.org](mailto:Karen@denverabc.org)



## Job Description and Responsibilities: Tax Preparer

### **Organizational Information:**

Denver Asset Building Coalition was founded in 2003 with the mission of providing free tax preparation, financial education and financial services through accessible sites in Denver to help the underserved build for the future and become economically stable. ([www.denverabc.org](http://www.denverabc.org))

DABC currently operates two sites, one located at the Economic Prosperity Center at King M Trimble Building, 2980 Curtis St, Denver and the second site is located at the Wells Fargo Bank Branch at 9000 E Colfax Ave, Aurora. Our sites are staffed by volunteers and are open from January through April and continue tax preparation with monthly appointments May through October. During the tax season, DABC's King M Trimble location is open Mondays, Tuesdays and Wednesdays from 5:30-8:30pm and Saturdays from 9:00am-5:00pm. Our Wells Fargo location is open on Saturdays from 9:00am-1:00pm.

In the 2011 tax season Denver Asset Building Coalition volunteers prepared 3,000 tax returns, saving our clients \$600,000 in tax preparation fees. \$3,285,958 in refunds and credits were returned back to the community. DABC clients took steps towards self-sufficiency by opening 73 bank accounts and saving \$15,600 in US savings bonds.

### **Job Description:**

A tax preparer works one-on-one with individuals and families using intake forms and computer software to electronically file accurate tax returns. They help connect working families with all the tax credits for which they are eligible. The tax preparer receives certification from the IRS to prepare tax returns. A tax preparer will commit 3-4 hours per week during the tax season (January – April).

### **Qualifications:**

- Customer service skills
- Computer skills
- High level of organization skills
- Strong attention to detail
- Enjoys working with numbers
- May be an experienced tax preparer or may never have prepared a return but has a strong desire to learn
- Bilingual a plus

### **Training:**

- One 6-8 hour session of classroom training typically held on a Saturday during December and January
- On-line training towards IRS certification
- Open computer labs with instructors where you can practice, ask questions and get support with the certification process
- An experienced tax preparer will be assigned to you as a mentor to support your initial tax return preparation

### **Benefits to you:**

- You can choose from two sites within the Denver metro area convenient to you
- Help working families reach financial self-sufficiency
- Put an average of \$1,257 back in the pockets of working families
- Advance your career – utilize current job skills, learn new ones
- A great resume building experience
- Leadership opportunities available

### **To apply:**

Contact Karen Black, Volunteer and Intake Coordinator, at 720 865-2433 or e-mail [Karen@denverabc.org](mailto:Karen@denverabc.org)