



HELPING PEOPLE. CHANGING LIVES.

Main Office: 469 East Ohio Street, Circleville, OH 43113-2034  
Phone: 740-477-1655  
Fax: 740-474-9277  
Website: [www.picca.info](http://www.picca.info)  
Executive Director: Andrew Binegar

## **JOB POSTING**

**DATE:** 11/21/2018

**DEPARTMENT:** Community Services

**POSITION TITLE:** Tax Clinic Coordinator

**SALARY RANGE:** DOE

**HOURS:** 8 hours daily, some Saturday's.

**JOB SUMMARY:** Coordinates the overall day to day activities of PICCA's Free Tax Clinic; including operation, scheduling and promoting the program. With the purpose of ensuring that each tax return prepared is accurate and complete. Acts as the contact person and is responsible for PICCA's Free Tax Clinic for low to moderate income households. Completes Benefit Bank applications; both onsite at PICCA and using the OBB Express asset building programs and financial literacy education.

**QUALIFICATIONS:**

High School Diploma or equivalency

Strong background in individual income tax required, with knowledge of low income tax preferred

At least one year experience preparing individual income tax returns

Experience recruiting and coordinating volunteers

Ability to speak in front of groups

Time spent serving customers, and in an office setting within the agency facility

**DIRECT DEPOSIT ELECTRONICALLY FOR COMPENSATION IS REQUIRED.**

**DEADLINE FOR APPLICATION:** Until position is filled

**SEND RESUME' AND COVER LETTER TO THE ATTENTION OF:** Amy Robinson, Community Services Director or email [arobinson@picca.info](mailto:arobinson@picca.info)

PICCA is an Equal Employment Opportunity Employer

***Affirmative Action Policy Statement:***

The Pickaway County Community Action Org. Inc. (hereinafter referred to as PICCA) hereby declares and affirms its commitment to equal opportunity in employment and provision of services. PICCA will comply with all requirements of the Civil Rights Act of 1964 and other applicable statutes, regulations, or executive order, which prohibits discrimination, based on race, color, national origin, sex, age, political affiliation, or disability. The organization maintains compliance with related statutes including but not limited to the Americans with Disabilities Act. PICCA also maintains a formal Cultural Diversity Policy.

Ashville Neighborhood Center  
97 Miller Avenue  
Ashville, Ohio 43103  
740-983-2530

Corwin Center  
Head Start  
145 East Corwin Street  
Circleville, Ohio 43113  
740-474-7411

Ohio Center  
Early Head Start/Head Start  
722 Clinton Street  
Circleville, Ohio 43113  
740-474-9544