

## **Associate Tax Attorney**

- Do you enjoy fast-paced environments and time-sensitive projects?
- Are you an analytical thinker who prefers working alone or with a small team to drive items to closure?
- Do you enjoy solving problems for others and communicating successful results?
- Attention to detail and accuracy is critical, and with training, a hands-on, self-reliant approach is vital.

### **Position Summary**

The Associate Tax Attorney will handle all aspects of a client's case. This person will work closely with the Firm's senior attorneys in connection with the Firm's tax controversy practice on both the federal and state levels. Cases could include matters related to examination, appeals, tax court litigation, voluntary disclosures, offshore asset compliance, innocent spouse, and collection alternatives (negotiating installment agreements, currently not collectible, offers in compromise, and bankruptcy).

### **Responsibilities**

- Communicate effectively with clients and other counsel
- Work efficiently under the supervision of the senior attorneys
- Provide input and feedback to maintain an excellent client experience
- Interact diligently with representatives from the Internal Revenue Service (IRS) and State revenue agencies
- Prepare and analyze client financial reports
- Handle evaluation, risk assessment, and counseling on various complicated tax problems
- Accurately track time spent on each client's case
- Manage workflow, complete tasks daily, ensure deadlines and work accurate, and complete
- Prepare correspondence and legal documents for the IRS and state revenue agencies
- Utilize Lexis (+), Bloomberg News Articles, and other applicable platforms to conduct legal research.
- 1650 billable hour requirement

### **Qualifications**

- 0 to 5 years of tax controversy experience in a law firm, public accounting firm, or corporation
- Must provide a cover letter which demonstrates legitimate interest in tax law
- Active Bar license
- Proficiency in Adobe and MS Office with expertise in Microsoft Word and Excel
- Competency in solving unique problems-solving
- Detail-oriented and comfortable working in a fast-paced office environment
- Exceptional written and verbal communication skills
- Superior organization skills and dedication to completing projects on time
- Ability to work effectively, efficiently, and collaboratively with other team members
- Professional experience with legal time-reporting and billing practices, including the ability to quickly become proficient in the Firm's legal practice management system
- Strong technical abilities
- Strive for personal improvement and a willingness to accept constructive criticism

### ***What Do We Offer?***

We are the type of firm that compensates based on performance with defined incentive compensation.

\$70,000 to \$120,000 annual base salary

Generous benefits package, including:

- Paid time off.
- Health, dental, and vision insurance
- Group disability and life insurance policy
- 3% 401k match
- An annual retirement contribution from the firm's profit-sharing plan which could result in \$1,000 to \$5,000 in additional 401K contributions
- Paid parking or monthly MARTA fare

### **About Wiggam Law**

An established tax law firm located in Downtown Atlanta, we were recognized as the 4th fastest-growing law firm in the U.S. in 2020 according to the Law Firm 500! We zealously advocate for our clients against the IRS, Georgia Department of Revenue, and other state revenue agencies. We value integrity and teamwork, and while we have uncompromising standards of care and conduct, we love to have fun and reward our team for a job well done.

**To apply for the position, please email us your resume and cover letter to [admin@wiggamlaw.com](mailto:admin@wiggamlaw.com).**