

Associate Tax Attorney

- Do you get satisfaction from helping people resolve issues and communicating successful results?
- Are you an excellent communicator who thrives in fast-paced environments with time-sensitive project deadlines?
- Are you an analytical thinker with strong attention to detail and a hands-on, self-reliant approach?
- Are you excited about working with an accountable team that is also enjoyable to be around?
- Are you efficient with your time and a master of tracking and documenting your billable activities?

Position Summary

The Associate Tax Attorney handles all aspects of a client's case. The Associate Attorney communicates directly with the client, working the case from the start through closure. The Associate Attorney receives support from the firm's senior attorneys in connection with the Firm's tax controversy practice on both the federal and state levels. The cases an Associate Attorney could work 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, and offers in compromise).

Responsibilities

- Provide input and feedback to maintain an excellent client experience
- Communicate effectively with clients and other counsel
- Work diligently under the supervision of senior attorneys
- Interact attentively with representatives from the Internal Revenue Service (IRS) and State revenue agencies
- Review, edit, and analyze client financial reports
- Handle case evaluation, risk assessment, and counseling on various complicated tax problems
- Accurately track time spent on each case
- Associate Attorney minimum billable hour requirement is 1650 hours annually
- Manage workflow, complete tasks daily, ensure deadlines are satisfied, and ensure work is performed accurately, thoroughly, and documented in the firm's case management system
- Manage the paralegals assigned to your cases
- Delegate tasks to support staff
- Prepare correspondence and legal documents distributed to the IRS and state revenue agencies
- Utilize Bloomberg and other applicable platforms to conduct legal research

Qualifications

- Preferred tax controversy experience in a law firm, accounting firm, or corporation but not required
- Must provide a cover letter demonstrating your legitimate interest in tax law
- Have an active Bar license
- Proficiency in Adobe and MS Office with expertise in Word and Excel
- Competency in solving unique problems
- 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 in a professional manner
- 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

- Striving for personal improvement and a willingness to accept constructive criticism
- Adhere to the firm's Core Values

What we offer

- A career path from Associate Attorney to Partner
- Excellent work-life balance
- A firm that supports philanthropy with monthly contributions selected by its employees
- On-the-job mentoring by senior attorneys and partners
- Business development coaching

Generous benefits package, including:

- Competitive base compensation (\$80,000 to \$120,000 annual base salary)
- The opportunity to make additional compensation by exceeding billable hour requirements and originating clients
- Paid time off
- Employer-provided health insurance
- Dental and vision insurance available
- Paid group disability and life insurance policy
- Up to 4% 401K match
- An annual retirement contribution from the firm's profit-sharing plan, which could result in \$7,500 to \$15,000 in additional 401K contributions
- Paid parking or monthly MARTA fare

About Wiggam Law

An established tax law firm located in Midtown 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.

To apply for the position, please email us your resume and cover letter to admin@wiggamlaw.com.