

## **Enrolled Agent**

- Are you ready to join an established tax law firm and contribute your tax resolution skills to grateful taxpayers?
- 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 all of your billable activities?

### **Position Summary**

The Enrolled Agent handles all aspects of a client's case (tax court excluded). They communicate directly with the client, working the case from start through closure. The Enrolled Agent receives support from the Firm's senior attorneys in connection with the Firm's tax controversy practice on both the federal and state levels, including matters related to examination, appeals, voluntary disclosures, offshore asset compliance, and collection alternatives (negotiating installment agreements, currently not collectible, and offers in compromise).

### **Position Responsibilities**

- Provide input and feedback to maintain an excellent client experience
- Communicate effectively with clients and other counsel
- Work efficiently under the supervision of senior attorneys
- Interact attentively with representatives from the Internal Revenue Service (IRS) and state 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
- Enrolled Agent minimum 1650 billable hour requirement annually
- Manage workflow, complete tasks daily, and ensure deadlines are satisfied and work is completed correctly
- Manage paralegals assigned to your cases
- Delegate tasks to support staff
- Prepare correspondence and legal documents for the IRS and Georgia Department of Revenue

### **Qualifications**

- Enrolled Agent certification
- 1 to 5 years of enrolled agent experience
- Proficiency in Adobe and MS Office with expertise in Microsoft 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
- Strive for personal improvement and a willingness to accept constructive criticism
- Adhere to the firm's Core Values

## What we offer

- Excellent work-life balance
- A firm that supports philanthropy with monthly contributions selected by its employees
- On-the-job mentoring by CPAs, senior attorneys, and partners
- **Generous benefits package, including:**
  - Competitive base compensation (\$80,000 to \$100,000 annual base salary)
  - Opportunity to make additional compensation by exceeding billable hour requirements
  - Paid time off
  - Employer-provided health insurance
  - Dental and vision insurance are available
  - Paid group disability and life insurance policy
  - Up to 4% 401K match
  - An annual retirement contribution from the firm's profit-sharing plan
  - 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 for a job well done.

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