

ASSOCIATE TAX ATTORNEY

Wiggam & Geer, LLC is seeking an experienced Associate Tax Attorney to join our established law firm.

Flexible Position Location

Telecommuting or remote location with quarterly in-person visits to the Atlanta, Georgia headquarters

or

Atlanta, Georgia in-office location (relocation package not available)

Summary

- Do you enjoy fast-paced environments and time sensitive projects?
- Are you an analytical thinker who prefers working alone or with a small team, and can drive items to closure?
- Attention to detail and accuracy are critical, and with training, a hands-on, self-reliant approach will be required.

Application Process

To apply for the position, please email us your resume at admin@wiggamgeer.com. In addition, we require all candidates to complete a job culture survey to help us identify compatible candidates and to help find the right position for you. Copy and paste the URL <https://www.cultureindex.com/c/uZ4B1YBldZ> into your browser to complete the survey.

We will only consider candidates who complete the survey and provide a resume via email.

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, including matters related to examination, appeals, tax court litigation, voluntary disclosures, offshore asset compliance and collection alternatives (negotiating installment agreements, currently not collectible, offers in compromise, and bankruptcy).

Position 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, completing tasks daily, ensuring deadlines are met, and work is completed correctly
- Prepare correspondence and legal documents for the IRS and state revenue agencies
- 1650 billable hour requirement
- Remote attorneys must demonstrate productivity (with possible trial period, regular evaluations, and data tracking) to ensure Firm standards, required responsibilities, and clients' needs are met

Position Requirements

- At least two years of tax controversy experience in a law firm, public accounting firm or corporation
- Active Bar license
- Proficiency in Adobe and MS Office with expertise in Microsoft Word and Excel
- Competency in problem 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 in a timely manner
- 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 We Have to Offer

- Market rate salary with substantial quarterly bonus opportunity
- Lower than standard minimum billable hours for individuals seeking work-life balance
Motivated individuals have higher compensation opportunities by networking (with reimbursable expenses) and with client origination bonuses, in addition to the quarterly bonuses.
- Generous benefits package, including:
 - Health insurance
 - Group disability and life insurance policy
 - 3% 401(k) match, with profit sharing potential
 - Paid parking or monthly MARTA fare
 - Paid time off

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Who We Are

We are a fast-growing tax and bankruptcy law firm located in Downtown Atlanta. We zealously advocate for our clients against the IRS, Georgia Department of Revenue, and other state revenue agencies while maintaining a reasonable work life balance. 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.