

EXCITING CAREER OPPORTUNITY!

Position: Tax Problem Solver / Associate Tax Resolution Specialist
(Full-Time Position – 30-40 hours/week)

Posting Date: September 2, 2021
Position Start Date: ASAP

About Us – Cincinnati Tax Resolution

Cincinnati Tax Resolution is a professional services firm located in Cincinnati, Ohio. We specialize in representing clients who have tax problems with the IRS (and/or other taxing agencies). Most of our clients are being pursued by the collections division of the IRS (or of the various other taxing agencies) and need help dealing with the following issues:

- Tax audits
- Filing delinquent tax returns for prior years
- Removing bank levies, wage garnishments, and tax liens
- Setting up property structured installment agreements to repay their taxes owed
- Negotiating tax debt settlements and penalty relief

We specialize in helping our clients negotiate and mediate the best resolution and outcome possible based on their circumstances. These resolutions/outcomes often conclude with our clients' receiving a significant reduction in the tax, penalties, and interest they are required to pay.

Our company started in 2016 (under a different name) and is now looking to further strengthen and add to our team. We are looking for a highly motivated self-starter who is looking for an exciting new career opportunity. Our firm is rapidly growing as we've recently rebranded and moved into a much larger and newly renovated office space. An ideal candidate is someone who is not judgmental, is willing to learn and be a team player, works well independently, and has exceptional client service skills. Candidate does not need to have any tax resolution experience as we are willing to provide all the training required. This is a great opportunity for someone who is looking for a fresh start on their career and would be excited to provide that same fresh start to our clients who come to us for help dealing with their emotionally and financially stressful set of circumstances.

Required Qualifications / Education / Experience

Candidate must meet all of the following criteria to be eligible to apply:

1. Must have proficient skills with Microsoft Word, Excel, and Outlook, *AND*
2. Must provide a minimum of 3 professional references who we have permission to contact

Candidate must also meet ONE of the following criteria to be eligible to apply:

1. Has 3+ years of individual tax return preparation experience, *OR*
 2. Has an active CPA or EA license, *OR*
 3. Has an MBA or Law degree
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Required Skills

Candidate must possess the following skills to be eligible to apply:

- Possesses a high level of integrity and commitment to professional ethics
- Has outstanding work ethic and is willing to learn
- Must be an organized individual who can keep work area free of clutter
- Has an energetic, confident, open-minded, and positive attitude
- Is someone who enjoys solving problems and is constantly focused on finding solutions
- Proficient in Microsoft Word, Excel, and Outlook
- Has good typing skills and works well with computers
- Is a good writer and is capable of drafting letters
- Works well under pressure and is skilled at working to meet strict deadlines
- Has exceptional customer/client service skills
- Is comfortable making outbound phone calls (and handling inbound phone calls)
- Is comfortable meeting with clients in-person as needed
- Possesses outstanding communication skills and is willing to go the extra mile to respond to all texts, emails, phone calls, faxes, etc. in a timely manner
- Is an efficiently multitasker
- Is a team player but also works well independently

Job Responsibilities

Candidate will report directly to one of the Company's owners who will be the formal Power of Attorney representing the client. Candidate will be primarily responsible for doing the following:

- Onboarding all new clients and will act as the main contact point with clients
- Adhering to strict confidentiality and privacy requirements
- Conducting a financial analysis of clients' income, expenses, assets, and liabilities
- Preparing personal financial and collection statements to send to the tax authorities
- Preparing prior and current year tax returns on behalf of clients
- Contacting the IRS (or other taxing agencies) to request information and documents
- Collecting and organizing the required documents from clients
- Developing and implementing strategies to help clients resolve their tax problems
- Researching and responding to tax questions raised by clients, the tax agencies, etc.
- Organizing tax agency collection notices as they come in and contacting clients promptly to provide them status updates on their cases
- Meeting with clients in-person as needed and willing to stay in close communication (phone, text, email, etc.) with all clients (minimum of once per month) regarding their case status
- Drafting letters and responses to send to the various taxing authorities (as well as clients)
- Attending ongoing education and training seminars to gain knowledge and sharpen skills
- Candidate must be willing to provide some administrative support related to their clients (scanning, filing, binding, etc.) as the owners currently do all the administrative work themselves

Compensation

Total compensation will be based on the candidate's qualifications, education, and experience. Employee benefit programs will be discussed in more detail after review of the candidate's application.

Work Schedule

Our normal business hours are 8:30am – 5:00pm (EST) Monday through Friday.

Full-time candidates are expected to work a total of 2,000 hours per year (avg. of 40 hours/week).

Candidates must be willing to work more hours during certain times of the year if needed (specifically tax season, from March 1st through April 15th and tax extension season, August 15th through October 15th).

Work Environment

This job operates in an office setting and the candidate is expected to work in our office. It is possible that once the candidate is properly trained that there may be some flexibility to work remotely in the future. However, this is not guaranteed and is highly dependent on various factors to be determined at a later date.

This role routinely uses standard office equipment such as computers, phones, photocopiers, and standard office supplies. While working in the office, the setting is a standard office environment with low to moderate noise levels and is temperature controlled.

Physical Demands

While performing duties of this job, the candidate will be regularly required to talk or hear. Candidate is required to sit at a desk for the majority of the workday with occasional standing and walking within the office environment. The candidate is required to use hands and fingers for writing and typing, handle or feel office tools or controls; and reach with hands and arms. Employee may occasionally crouch or kneel. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by the job include close vision, distance vision (may be corrected), peripheral vision, depth perception, and ability to focus on the task at hand.

How to Apply

Please provide all of the following:

- A cover letter,
- Resume, and
- A minimum of 3 professional references (who we have permission to contact) to:

toph@513tax.com

OR

Cincinnati Tax Resolution – Attn: Toph

P.O. Box 43012

Cincinnati, OH 45243

Candidates will only be considered if they provide all of the required information and meet the required qualifications. *Your resume and information will be kept in strict confidence.*
