

E. MARTIN DAVIDOFF

ATTORNEY AT LAW

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TAX CONTROVERSY PROFESSIONAL

Please carefully follow instructions on applying for this position.

Overview of Our Organization

E. Martin Davidoff, Attorney at Law, is a law firm providing expert services in IRS problem resolution. E. Martin Davidoff & Associates is a Certified Public Accounting firm providing expert services in individual and business taxation, income tax research and planning, business start-ups and business consulting. The combined business of the firms, both established in 1981, is growing rapidly as a result of our strong reputation. Robbin Weiner, CPA is a partner with Mr. Davidoff in the CPA firm. Currently, the firms employ twenty individuals at our office in Dayton, New Jersey, including one CPA/Tax Attorney, one Tax Attorney, and two CPAs, an Enrolled Agent, and five paralegals. See our websites below for more information:

www.njtaxattorneycpa.com, www.taxattorneycpa.com, www.lienbusters.com

Newsletters written by our law firm can be found on our legal guides on www.Avvo.com

Our Work Environment

We operate at a high level of expertise, where each person is a highly skilled, motivated member of the team. Each one of us has a role in helping the businesses grow and prosper. We work hard for our clients and we are proud of our individual and team accomplishments. We also provide work-life flexibility so that each team member can meet his or her personal needs and responsibilities. We have established a set of Core Values which reflects how we treat each other as well as our clients.

Our Core Values can be found at <http://www.njtaxattorneycpa.com/pdf/CoreValuesColor.pdf>.

Job Description

The position we seek to fill is a Tax Controversy Professional. This position is responsible to manage and work tax controversy cases (i.e., disputes, negotiations, etc.). You will work with a team of professionals that manage our tax controversy case load, and will interact independently with the IRS, NJ Division of Taxation, and our clients with respect to the resolution of client cases.

You will need to have a minimum of three years in taxation, knowing your way around a tax return. In addition, one year of tax controversy experience would be preferred. We will provide training to the ideal candidate who has the requisite skills to bring your past experience and skills up to our unique standards for quality and effectiveness.

We are seeking a high energy individual who thrives in a fast-paced environment, is an enthusiastic learner with superb communication skills and someone who, like us, wants to bring our clients peace of mind.

Your (Our) Approach

We work like no other firm for which you have ever worked. We are intensely precise and thorough. There is an urgency in our attitudes and desire to serve our clients. You must adopt that precision, thoroughness and urgency to succeed here. It is essential that you are a team player and dependable. Clear communication and awareness of changing dynamics will be critical skills. The ability to be sensitive to client needs is also very important.

As intense and busy as it can be, we also enjoy the friendships we have made in the office, and appreciate the accomplishments of the entire team as well as individual successes.

You **MUST** be smart and quick on your feet! The ideal candidate will possess excellent computer and organizational skills. The candidate must be detail-oriented with strong analytical, written and communication skills.

Skills and Experience

The following skills are required:

- Word Processing proficiency (i.e. Word or Word Perfect)
- Advanced Excel skills
- Advanced Outlook skills for scheduling, e-mail and task management
- Excellent Computer and organizational skills
- Detail-Oriented, ability to prioritize and always meet deadlines
- Strong analytical, written and communication skills
- Exceptional professional telephone skills to deal with both clients and tax authorities
- Outstanding personal management skills
- Preparation of individual tax returns (forms 1040)

The following skills and experience are desired, but not required:

- Advanced abilities in using QuickBooks
- Keyboarding speed of at least 60 words per minute
- Project Management skills
- Tax Research
- Experience on BNA Income Tax Planning Software
- Preparation or review of individual, corporate, partnership, and/or fiduciary tax returns
- Ability to read and understand financial statements
- Experience in representing clients before the Internal Revenue Service

Having the following experience would be helpful in performing your job with our firm:

- Understanding of present value/future value concepts
- Experience on TValue Software and/or HP-12C calculator functions
- Familiarity with Scanning, Adobe, PDF management/manipulation
- Experience working for the IRS, a state tax agency, a judge, or an attorney general's office

The position requires exceptional telephone skills and a professional demeanor to deal with both clients and tax authorities. Excellent writing and communication skills are essential. Outstanding personal management skills are a must along with a great deal of judicious professional patience.

Salary Range & Benefits

Salary will be commensurate with skills and experience. This is a full-time salaried position and will include paid vacation & holidays, paid personal time/sick days, disability insurance. The firm also offers 401(k) and medical insurance options.

Hours

Must be flexible between the hours of 8:30am - 7:00pm. We will consider full time or part time employment.

Dress Code

Business Attire

Applying for the Position

If you are interested in applying for this position, please send a cover letter along with your resume to: employment@njtaxattorneycpa.com. Including your salary history and expectation is not required, but would be appreciated.

Your cover letter should explain why you would like to work here and the value that you would bring to our team. Please note you will not be considered for this position without a cover letter.