**Tax Lawyer Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Tax Lawyer to prepare and review correct tax analyses and tax computations or returns relating to simple fact patterns and issues.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Help with tax planning efforts to minimize tax liabilities, reduce tax risks, and support the tax-efficient expansion of [insert company name] global operations
* Support several tax audits, including IRS and state exams
* Perform technical research on [insert country] tax topics to support the tax team. Topics could include sub-C, sub-K, accounting methods and not-for-profit, and product-related tax matters.
* Prepare memoranda to document technical positions
* Support the tax and accounting teams in evaluating uncertain tax positions
* Develop and track all material intercompany transactions and transfer pricing policies
* Support preparation and review of transfer pricing documentation
* Draft and maintain intercompany agreements
* Monitor tax and accounting rule changes and the potential impact to [insert company name], and prepare executive-level summaries
* Support the tax team with special projects, including the evaluation of potential acquisitions, asset purchases, restructurings, financings, and other operational changes
* Work with our internal product, business, tax, accounting, and compliance teams, as well as with external advisors and experts
* Develop and improve upon tax‐related processes
* Manage projects with a team-oriented approach

### About you

* [insert number] years of tax controversy experience in a law firm environment
* LL.M. in Tax strongly preferred, but not required
* Experience with a tax controversy, disputes, litigation, audits, appeals (practical experience with tax disputes)
* Experience with federal income and estate/gift tax issues
* Strong academic and employment credentials
* Member of the Georgia Bar a plus
* Ability to communicate clearly and effectively in oral and written form with strong attention to detail
* Strong, proven writing skills
* Ability to work independently and efficiently, as well as within a team environment involving extensive collaboration with other attorneys, paralegals, and office staff

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]