

## Bilingual Low Income Taxpayer Clinic Associate

In order for Detroit and southeast Michigan to thrive, we need to create a growing economy that works for everyone. At Accounting Aid Society, we want each person who walks into our office to leave with a financial plan and capacity for a better future.

Accounting Aid Society, a 501(c)(3) organization, has an immediate opening for a Bilingual Low Income Taxpayer Clinic Associate and tax preparation specialist. This is a temporary part-time position with growth opportunities for full-time status and advancement within the organization.

### **Responsibilities:**

- Negotiate directly with IRS and State taxing authorities
- Set up installment agreements
- Filing an offer in compromise
- Filing past-due tax returns
- Removing a levy or tax lien
- Removing a wage garnishment
- Manage small VITA staff/volunteer return preparation
- Prepare and review individual tax returns
- Serve as ESL Outreach Specialist.
- Identify ESL outreach opportunities.
- Work closely with Communications Coordinator on outreach material needs.

### **Skills/Requirements:**

- Must be a licensed Attorney, Enrolled Agent, or CPA
- Bi-lingual Spanish speaker required
- Strong negotiating, problem solving and teamwork skills
- Ability to connect with individuals from diverse backgrounds
- Experience with Microsoft Office programs (Word, Excel, etc.)

This is a Part-Time Temporary position beginning July 15, 2016 through January 15, 2017. Work hours for this position are 20 to 30 hours per week. Including Tuesdays and Wednesdays from 8:30 to 4:30 with the remainder as flexible hours. Work location will be in both southwest and midtown Detroit as needed.