

EA Practitioner Apprentice

- 1. We specialize apprentice experience for this position includes completing and passing All EA Exams and being enrolled by the IRS to practice before the IRS. This is part 2 of the enrolled agents experience which comes with progressive responsible and diversified professional accounting and auditing work that require the application of professional accounting principles, theory, and practices to analyze and interpret accounting books, records, or systems specifically to determine their effect on Federal tax liabilities and their adequacy for recording transactions affecting tax liabilities; Experience with the interpretation and application of Federal tax law for individuals, business and/or exempt organizations, partnerships, and corporations; Experience with business and trade practices to develop tax issues based on analysis and evaluation of overall business operations and financial condition; Experience in corporate financial transactions and financial management principles and practices; Experience interacting effectively with a broad range of individuals and negotiating with specialists in accounting, legal, tax, and other similar business related professions. Experience preparing written reports and analyses and articulating and communicating results and analyses orally and in writing. **and The purpose of the paid Internship is to receive hands on experience developing business, in managing a tax advocate practice, create tax clients for students and duplicate the services***
- 2. **The Enrolled Agents Advocate Internship is a 12-to-18-month program which will train the EA how to coordinate and assist the team Tax Audit Clinics with education and outreach efforts.***
- 3. **Conduct initial and follow-up interviews of applicants and clients in the office, on the phone, and at outreach locations throughout the community.***
- 4. **Conduct basic and routine factual investigation and legal research, gather appropriate case documentation.***
- 5. **Prepares Taxes, business formations, memorandums, letters, forms, and standard legal documents.***
- 6. **Assist clients with federal and state tax disputes; and represent low-income taxpayers before the Internal Revenue Service***

- 7. Develop and maintain good working relationships with community organizations, governmental agencies and staff, and the private sector; effectively represent the organization at appropriate meetings and events.**
- 8. Helps team implement community outreach and education programs for client-eligible population, providers, and community-based organizations throughout the county in the areas of taxpayer rights, including scheduling outreach events, giving presentations, and preparing materials.**
- 9. Implement a media campaign.**
- 10. Perform some administrative duties as necessary.**
- 11. Teach New business owner tax compliance clinics.**
- 12. Teach High School Students tax preparation, basic tax laws personal and small business.**
13. EA Interns gain qualifying experience in bookkeeping or accounting position, or interactions with the public analyzing tax or accounting problems and resolving high-conflict differences through use of established guidelines, or in an interaction with customers in person, in writing or by telephone in a variety of situations that require solicitation of information to identify concerns and offer solutions. Situations may have included interpreting account information to address a variety of issues, guidelines, and past transactions.
14. Pay 25.00 an hour Shift and Schedule Weekends as needed Description: Position Summary Under the supervision of the Senior Attorney, the Advocate will assist clients with federal tax disputes and controversy cases.
15. EA will also create personal tax client during the internship.