



Enrolled Agent

Freedom Tax Relief of Freedom Financial Network is actively seeking an Enrolled Agent for our Tempe, AZ office.

Freedom Financial Network is an innovative consumer finance company founded in 2002, currently 600 employees strong and growing.

The Enrolled Agent (EA) will serve as the primary point of contact with the IRS in regards to the negotiation and submission of Offer in Compromise and Installment Agreements for clients enrolled with the Freedom Tax Relief reduction program. The EA will see through to completion disputes regarding Wage Garnishments and Bank Levies. Contact with the IRS will be necessary in order to establish collection holds, not collectible status and other services needed. The incumbent EA will carry a case load of approximately 100 files and will at times serve as a contact with clients when explanation is needed regarding preparation and submission of necessary documents.

Job Duties:

- Daily phone contact with the IRS, State Revenue Departments and taxpayers.
- Contacting the IRS for collection holds, installment agreements, currently not collectible account status and levy releases.
- Communicate with State Tax Agencies in regards to OIC or installment agreements.
- Preparation and analysis of information including income and expenses, profit and loss statements and IRS allowable expenses .
- Preparation and analysis of financial information and forms as needed by State Tax Agencies
- Educate clients on how to prepare and submit necessary documents for their accounts.

Requirements:

- 4 year college degree preferred
- Must be Certified EA and licensed
- Must be comfortable speaking with taxpayers, IRS and State Revenue Departments
- Consistent Client follow-up and ownership of the cases
- Strong computer skills (email, Word, Excel, CRM)
- Great attitude and team spirit
- Ability to work independently
- Aptitude for learning about our service and processes
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Freedom Financial Network is an Equal Opportunity Employer.

You may apply by emailing your resume to ahayden@freedomdebtrelief.com or by faxing your resume to 602-414-0671

