

Job Description



Job Title: Senior Litigation Associate **Reporting To:** Director of Tax Controversy
Job Function: Support Tax Team **Job Location:** Cleveland, Ohio

Summary:

The Senior Litigation Associate will be responsible for providing support to in-house tax counsel by providing litigation coordination, preparing tax appeals protests and managing the appeals process, and assisting with general audit management, including drafting responses to the IRS. The Senior Litigation Associate may also assist with the preparation of various tax forms. The Senior Litigation Associate must be an analytical and independent thinker, detail-oriented and possess superior organizational skills. This role will work closely with the Tax and Legal departments.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven, and passionate about being part of a team that makes a real impact to join GBX as our Senior Litigation Associate.

Essential Duties and Responsibilities:

- **Litigation assistance and coordination:** assist with strategy for litigation and work with outside counsel on legal issues.
- **Audit management:** draft Information Document Request responses, assist with IRS interviews and site visits, and research legal positions.
- **FOIA:** draft and review FOIA requests and productions.
- **Appeals preparation and management:** draft protests, plan for and participate in Appeals conferences.
- **Appraisal review:** review draft and final appraisals.
- **Research and writing:** research legal issues, write briefs, articles, and memoranda as needed.

Education / Experience:

- 4-7 years of relevant experience.
- JD required.
- Previous litigation experience required.
- Previous tax controversy experience preferred.
- Experience with historic preservation easements, historic tax credits, and other Federal and state incentives preferred.

Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are required to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Self-directed and able to work well with individuals at all levels of the organization.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Exercises sound judgment and meets deadlines.

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Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook).

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.