



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's Low Income Taxpayer Clinic is seeking a Qualified Tax Expert (QTE) to represent low-income taxpayers with tax issues with the IRS. KYCC serves Los Angeles, focusing on Koreatown. We are looking for an individual who is dedicated to serving the needs of low-income residents of Los Angeles, and understands the difficulties that immigrant communities face when dealing with the legal system.

We have been serving our diverse community for 50 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Qualified Tax Expert (QTE) (Full-time, Exempt)

Unit: Community Economic Development (CED) Services
Posted: 10/02/2025

Reports To: Director of CED **Positions Available:** 1
Salary: \$80,000 - \$100,000 annually DOE, plus BENEFITS

Summary: Under the direction of the Director of CED, the Qualified Tax Expert (QTE) is responsible for the development and implementation of the Low Income Taxpayer Clinic (LITC), including but not limited to: contract management, supervision of staff and volunteers, and providing direct legal services. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, exempt position.

Duties / Responsibilities:

- **LITC Qualified Tax Expert:**
 - Screen and interview applicants for legal services and assess their tax issues.
 - Provide representation for taxpayers in audits, appeals, requests for innocent spouse relief, collection matters, payment plans, and credits; and tax problems like identity theft, worker misclassification, and deceptive tax schemes.
 - Provide legal services for clients through legal research, counsel and advice, litigation (primarily in the U.S. Tax Court), advocacy before the IRS or other administrative agencies, and systemic advocacy on issues having an impact on low-income and English as a Second Language (ESL) taxpayers.
 - Develop pro bono resources to help serve our clients, educate ESL community members about tax issues in collaboration with volunteers and social service agencies, and train legal services attorneys on the intersection of tax law with other areas in which they practice.
 - Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population.
 - Track data required by funders, keep accurate records on service delivery, and prepare and submit funding proposals and grant reports to the IRS and other sources.
 - Maintains a working relationship with the IRS, LITC's program office, the United States Tax Court, other organizations in the community, and attend required conferences.
 - Exhibit a high level of personal energy, organization, and commitment to the position and KYCC's mission.
- **Pro Bono Tax Clinic:**
 - Recruit and supervise volunteers for LITC program.
 - Provide training and supervision to volunteers, like pro bono attorneys and other tax assistance volunteers, to ensure accurate and timely service to low-income taxpayers.
 - Manage caseload for pro bono attorneys or volunteers.
 - Track pro bono time to leverage required federal matching fund goals.
 - Actively participate in program planning, such as networking with local bar association, local non-profit organizations, and other community organizations to maximize outreach opportunities and possible pro bono volunteer recruiting possibilities.



- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Director of CED.**

Minimum Requirements/Qualifications (All applicants MUST meet the minimum qualifications):

- Licensed CPA, Attorney or Enrolled Agent.
- Demonstrable knowledge of tax law, or experience practicing law in legal setting, preferable in a non-profit legal aid setting.
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Proof of eligibility to work in the United States.
- Physical requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and/or walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up 20 lbs.

Desired Qualifications:

- Bilingual capacity (Spanish/English)

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check and a TB test after a conditional offer of employment has been extended.

To apply, please submit a **cover letter and resume**.

SUBMIT AN APPLICATION