The Land Grant University Tax Education Foundation, Inc. (LGUTEF) is seeking an Assistant/Associate Editor for the National Income Tax Workbook, an annual publication used to prepare about 29,000 tax practitioners for the income tax filing season. The position of Assistant/Associate Editor is a part-time (50 - 67%), independent contractor position that is paid on a flat fee with no fringe benefits, office, or support staff.

**Location:** The successful candidate can be located anywhere and communicate electronically with the editors and others involved in writing the book.

**Date Position Open:** November 1, 2019.

**Application Deadline:** The position will remain open until an acceptable candidate is engaged. The position may close at any time.

**Required Qualifications:** The successful candidate absolutely must have a demonstrated working understanding of federal income, estate and gift taxation, including form preparation. Experience in researching and writing about tax issues and preparing tax returns is essential. Editing experience in tax law-related materials is preferred.

**Education Qualifications:** The candidate must have an advanced degree in economics, accounting, or a related field or be an enrolled agent, CPA, or attorney.

**Major Duties:** The duties of the Assistant /Associate Editor of the National Income Tax Workbook include the following:

* Understand the National Income Tax Workbook style sheet and template well enough to use them in writing and editing and to answer questions from authors
* Participate in occasional conference calls with the editors and publisher from May through September each year
* Write one to three chapters of the National Income Tax Workbook, and co-author other chapters as necessary
* Research tax issues for the *National Income Tax Workbook* as directed by the Vice President for Editorial Services
* Edit chapters of the National Income Tax Workbook for content, style, and clarity
* Proofread all final manuscripts of the National Income Tax Workbook
* Attend February and August LGUTEF meetings with reimbursed travel expenses

**Compensation**: The compensation for this position is competitive and commensurate with the candidate’s experience.

**Submissions:** Candidates must submit a CV/resume with contact information to Robert Achenbach, CAO LGUTEF, via email robert@taxworkbook.com. Candidates must submit with application at least three(3) original writing samples (may submit URL of online articles), preferably articles that the candidate has written about tax topics for educational materials. **Mere application alone is not sufficient. Failure to submit a complete application, including three writing samples, will likely cause your application to be ignored**.

**Work Timeline:**The writing/development process begins with a planning meeting in January each year at which Workbook users are invited to evaluate the prior year's material and suggest topics for the next year. After consensus, we develop the topics - from 12-20 - that will be in the Workbook for the year (approximately 700 pages). Writing and editing follows as drafts are submitted beginning in early April. At a planning meeting in July, Workbook users review the initial draft of the text and suggest changes. Final editing and proofing occur between July through final publication in September. The process begins again in January.

**About LGUTEF**

The Land Grant University Tax Education Foundation Inc. (LGUTEF) is a non-profit corporation organized by representatives of land grant universities that teach tax education programs for professional tax practitioners. For more information go to the LGUTEF website at www.taxworkbook.com.