

The Land Grant University Tax Education Foundation, Inc. (LGUTEF) is seeking Assistant/Associate Editors for the *National Income Tax Workbook*, an annual publication used to prepare about 25,000 tax practitioners for the income tax filing season. The positions of Assistant/Associate Editor are a part-time or full-time, independent contractor position that is paid on a flat fee with no fringe benefits, office, or support staff.

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

**Date Positions Open:** Immediately.

**Application Deadline:** The positions will remain open until acceptable candidates are engaged. The positions may close at any time.

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

**Education Qualifications:** The candidates should have an advanced degree in accounting or a related field or be an enrolled agent, CPA, or tax attorney; or have similar education qualifications or equivalent experience.

**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
- 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 final manuscripts of the National Income Tax Workbook
- Attend the January LGUTEF meeting virtually, if not physically, and physically attend the July LGUTEF meeting, with reimbursed travel expenses

**Compensation:** The compensation for these positions begin at \$30,000, depending on experience and time commitment, and are competitive and commensurate with the candidate's experience.

**Submissions:** Candidates must submit a CV/resume with contact information to Guido van der Hoeven, President of LGUTEF, via [gvanderhoeven1@gmail.com](mailto:gvanderhoeven1@gmail.com). Candidates must also submit at least three original writing samples, preferably about tax topics that the candidate wrote for educational use. **Incomplete applications that do not include three writing samples will be rejected.**

**Work Timeline:** The development process begins with a planning meeting in January each year at which Workbook users suggest topics for the next year. Writing and editing begins in February. At the July meeting, Workbook users review the initial draft of the text and suggest changes. Final editing and proofing occur through final publication in mid-September. The process begins again in January.

**About LGUTEF:** The Land Grant University Tax Education Foundation, Inc. (LGUTEF) is a nonprofit 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](http://www.taxworkbook.com).