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*The IRS is an equal opportunity employer.
U.S. Citizenship Required.*

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The benefits of an IRS career:

- Competitive Salaries
- 10 Paid Holidays
- 13 Vacation Days
- Sick Leave
- Flexible Hours
- Flexible Locations
- Job Security
- Transportation Subsidy
- Health and Life Insurance
- Federal Employees Retirement System
- Portable Retirement Savings Account
- Incentive Awards Program



There's an agency looking for
entry level employees willing to
enable growth for our entire nation.

Count on me.



Small Business/ Self-Employed Division

Build a career – and your nation – with one of the largest institutions in the world.

The IRS Small Business/Self Employed (SB/SE) division offers all the things you're looking for in a career. Here, you'll be challenged, supported and have work/life balance – but you'll also make your nation stronger, every day. America is funded by the work this agency does, and the bright, dedicated people that work here make it all possible.

Use your knowledge of accounting, Federal Taxation and business practices while interacting with a diverse segment of taxpayers. The **Small Business and Self Employed (SB/SE)** division interacts with more than 30 million self-employed taxpayers, corporations and partnerships with assets of less than \$10 million. SB/SE's functions include Collection, Examination, Specialty, and Fraud/Bank Secrecy Act (BSA).

Compliance Functions

Examination

In Examination, you conduct examinations of SB/SE taxpayers to ensure compliance with tax laws.

Internal Revenue Agent

You will be responsible for conducting examinations of individuals and small businesses to determine Federal tax liability at the taxpayer's residences and/or place of business. You will regularly work with taxpayers, certified public accountants and tax attorneys.

You will be responsible for planning and conducting examinations in a field environment, which will require you to travel. You will regularly work with taxpayers, their representatives, certified public accountants and tax attorneys.

Revenue Agents have a GS-5/7/9/11/12 career ladder — which means they can enter at any qualified level and advance to grade 12 without further competition; higher grades are available competitively (Grades 13).

Tax Compliance Officer

As a Tax Compliance Officer you'll audit financial records of individuals and businesses to determine that the proper taxes have been assessed. Internal and external customers will come to you for tax law and tax-related accounting educational assistance.

Tax Compliance Officers have a GS-5/7/9 career ladder — which means they can enter as a grade 5 and advance to a grade 9 without further competition, and can later compete for higher grades.

Collection

In Collection, you'll secure delinquent tax returns and collect delinquent taxes through fair and equitable application of the tax laws – protecting and promoting public confidence in the American tax system. Extensive travel will be required during the first two years of training.

Revenue Officer

As a Revenue Officer, you'll be trained in both tax law and collection techniques necessary to collect delinquent taxes and delinquent tax returns (where taxpayers have failed to file tax returns). Your duties will involve conducting research, interviews, investigations and analysis of financial information for your assigned cases, often at the taxpayer's home or business. You will be expected to go to the taxpayer's residences and/or place of business. You will counsel taxpayers on their obligations and determine how they can best resolve their delinquencies, while also ensuring that their rights are protected.

Revenue Officers have a GS-5/7/9/11 career ladder — which means they can enter at any qualified grade level and advance to the next grade up to the grade 11 level without further competition, and can later compete for higher grades (Grades 12 and 13).

SB/SE Career Opportunities

Build a career that helps build your nation – and gives you a balance between work and life, with great potential for a variety of advancement opportunities across the nation. Visit **www.jobs.irs.gov/now** to learn more about a career with SB/SE. Be sure to register on USAJOBS to receive email notification of our current career opportunities.

Make your nation stronger in one of these SB/SE positions:

- Internal Revenue Agent
- Bank Secrecy Act Examiner
- Abusive Transactions Specialist
- Fraud Specialist
- Employment Tax Specialist
- Entity and Issue Specialist
- Excise Tax Specialist
- Tax Compliance Officer
- Revenue Officer
- Contact Representative
- Estate and Gift Tax Attorneys
- Administrative and Clerical

For more information on SB/SE, visit **www.irs.gov/businesses/small**

