

Employment Opportunity

Estate Planning Attorney

Broude & Hochberg, LLP seeks an attorney with experience in estate planning and administration and preparation of estate and gift tax returns.

General Job Information

- Full-time
- Office location: Boston, Massachusetts; Remote work arrangement available
- Travel required: No

Qualifications – Required

- Admitted to practice law in Massachusetts
- At least three years of practice
- Proficiency using Adobe Acrobat DC and the full suite of Microsoft Office 365 products
- Strong written and verbal communication skills
- Availability to begin employment immediately

Qualifications – Preferred

- Masters in Taxation (LLM)
- Experience using law firm practice management software, specifically Clio
- Experience preparing tax returns, including individual, fiduciary, and estate tax returns
- Interest in emerging technologies and their use in streamlining and improving law firm efficiency and the quality of legal services
- Proficiency using commercial tax preparation software

Responsibilities

- Estate planning
 - Work with partners to identify and achieve client objectives by participating in client meetings and drafting estate planning documents
 - Identify tax preferred estate planning strategies
 - Prepare client presentations to summarize estate planning strategies, including preparation of outlines and flowcharts
- Estate administration
 - Prepare petitions for formal and informal administration and related filings
 - Work with fiduciaries in estate settlement process
 - Prepare estate accountings as necessary
- Trust administration
 - Prepare trust administration documents and accountings
 - Conduct legal research on trust matters
 - Work with trustees in trust administration process
- Real estate

- Assist in residential and commercial real estate transactions, including closings and lease negotiations
- Draft family limited partnerships and LLC agreements

Firm Background

Located in the heart of Boston's financial district for over 70 years, Broude & Hochberg, LLP is a private-client, AV-rated law firm, primarily focused on estate planning, estate and trust administration, tax planning and preparation, real estate, and non-profit law. We are a small and dedicated team of professionals who strive to provide the highest quality legal advice and services to our clients.

We offer competitive compensation and benefits. Broude & Hochberg, LLP is committed to providing equal employment opportunity and will consider every qualified applicant regardless of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Learn more about our firm at www.broude.com

To Apply

Please provide a completed employment application, your resume, and a cover letter addressed to:

Broude & Hochberg, LLP
75 Federal Street, Suite 1300
Boston, MA 02110
ATTN: Atty. Ann P. Hochberg

Please submit your completed application materials by email to: employment@broude.com

When submitting your application by email, please provide your cover letter and resume as a single pdf document.

Alternatively, you may mail your application materials to the address listed above.