

Job Title of this Position	Legal Intern
Name of Organization	Guidant Financial Group, Inc
Website	www.guidantfinancial.com
Job Location Address	13122 NE 20 th Street, Ste 100 Bellevue, WA 98005
Contact / Supervisor	Sara Engel
Phone Number	888-472-4455 x 3238
E-mail	Sara.engel@guidantfinancial.com
<u>Hourly</u> Pay Rate (indicate a range)	\$12 per hour
Employment Period	Summer Only [] Academic Year [] Summer & Academic Year [x]
Hours per week	Summer: full time program 40 hrs/wk [x] part time program up to 19 hrs/wk [] Academic Year: up to 19 hrs/wk [x]

Nature of Business or Organization:

Guidant Financial Group, Inc. is a Bellevue-based company that provides assistance to clients who want to use retirement funds to invest in non-traditional investments such as real estate. To accomplish the client's investment goals, it is normally necessary to establish one or more legal entities for the client such as LLCs, Corporations, and 401(k) plans. More information on Guidant, its products and services is available from Guidant's website, www.guidantfinancial.com. Guidant is registered with the State of Washington as a Work-Study employer.

Duties and Responsibilities:

Primary duties will be to assist the Assistant General Counsel in complying annual retirement plan informational returns. Compliance includes detailed review of retirement plan contributions, employee eligibility, and nondiscrimination testing. In addition, will research and respond to specific client issues that arise in plan administration. A secondary duty will be to perform other legal duties and fulfill other responsibilities as assigned by Senior Counsel and management

Minimum Qualifications:

2nd or 3rd year law student who has completed at least one federal tax course, or L.L.M. tax student is preferred but not required. Accounting or tax preparation background a plus. **Must be meticulous and detail-oriented.** Must be able to communicate effectively. Work-study qualified preferred.

Educational Benefits:

Gain experience in ERISA and federal tax filings. Excellent opportunity to deal with compliance issues including prohibited transactions, 401(k) plan design, and a range of ERISA topics. Develop basic skills as assisting the in-house counsel team representing a business entity.

(For Work Study Office Use Only)

JOB NUMBER **65GFC01** REIMBURSEMENT RATE: FEDERAL _____% STATE **65**%