

## Important Tax Tips for Job Seekers by Nathan Newberger, [www.WorkTree.com](http://www.WorkTree.com)

That dreaded day is approaching very quickly. April 15th is just around the corner, which means it is time to file those tax returns. When economic conditions are tough, the last thing anyone wants to do is pay taxes. Luckily, you could be better off than you realize.

There are some very favorable rules embedded in the tax code for job seekers. When dealing with taxes, sometimes it pays to be between jobs.

This article briefly discusses some of the possible tax benefits for the unemployed. These are just tips that you may want to look into, please talk to a tax expert before filing your return. Don't pay more than you have to!

The following topics will be covered:

1. Basic Tax Deductions
2. The Big Bucks
3. Playing it safe

### 1. Basic Tax Deductions

Many of the costs associated with a job search can be deducted from your income. As long as you are not entering the job market for the first time, searching for work in a different field of employment, or returning to work from a long spell of unemployment, many typical job search costs are tax deductible. Individually these costs can be small, but they can add up very quickly.

Eligible expenses may include:

1. Phone calls and faxing fees
2. Costs for typing, printing and mailing resumes

*Continued on page 3....*

## opportunity Spotlight

**51803 - Accountant** - Wholesale/distributor located in Virginia Beach needs an accountant who is interested in a challenging position with growth potential. General ledger accounting knowledge and Peachtree software experience is needed. Must have a BA/BS and 2 years of professional accounting experience. Great opportunity to launch accounting career. Company offers a bonus structure based on company's performance and excellent benefits and a positive work environment. Contact Liza Parker at 757-518-8600 for more information.

**51823 - Paralegal** - Small law firm in Norfolk with a specialized practice seeks a sharp Paralegal who will also assist with typing client letters and general correspondence. Must have litigation experience, be able to draft own discovery documents and have great attention to details. A 4 year degree is required and firm seeks minimum of 6 years legal experience. Qualified candidate must be a team player and have a friendly personality for this boutique firm. Temp to hire position for this non-smoking law firm. Contact Joyce Diaz at 757-518-8600 for more information.

*Continued on next page...*



Southside

6350 Center Drive, Ste 112  
Norfolk, VA 23502  
(757) 518-8600

Peninsula

739 Thimble Shoals Blvd., Ste 1011-C  
Newport News, VA 23606  
(757) 873-0447

[www.donrichard.com](http://www.donrichard.com)

# opportunity Spotlight

**51795 - Legal Assistant** - Prestigious law firm seeks seasoned Legal Assistant to support attorneys with family law cases. Duties include scheduling appointments, generating legal documents and filing pleadings. Experience should include contested and uncontested divorces. Qualified candidate will be proficient in Microsoft Word and be typing 65 words per minute. Strong editing and proofing skills required for transcription and must have solid writing ability. Seeking professional employee with stable work history. Hours 8:30 - 5:30. Firm offers competitive benefits after temp to hire period. Contact Joyce Diaz at 757-518-8600 for more information.

**51830 - Accounts Receivable Analyst** - Large commercial contractor in the power industry is looking for a degreed accountant to perform in-depth customer analysis on collection efforts and payment trends. Essential duties include developing changes in methodology to increase cash collections and reduce daily sales outstanding. Must be able to develop and maintain positive working relationships with internal sales team and external customers and ensure compliance with all cash application policy and procedures. MUST have strong Microsoft Excel skills, have a BS/BA in Accounting and at least 3 years experience. Contact Liza Parker at 757-518-8600 for more information.

**51838 - Clinical Auditor** - Tidewater area hospital is in need of a Clinical Auditor for it's surgical department. Must be a Certified Professional Coder (CPC) with three to five years experience as a medical biller. Must have familiarity with medicare/medicaid and two to three years supervisory experience. Duties include medical billing, assisting practice manager and HS-Clinical Auditors with establishing training workshops for physicians from errors. Contact Brenda Bigelow at 757-518-8600 for more information.

**37154 - Territory Sales** - Nashville based company is expanding into new territories of the Richmond and Tidewater areas. The right candidate must be a seasoned sales professional in the printing industry, no other need apply. Candidate must have established "book of business" and the ability to travel. Must be a committed "hunter" of new business accounts. Contact Brenda Bigelow at 757-518-8600 for more information.

**51839 - Paralegal** - Established law firm on Peninsula in need of experienced Paralegal to support family law attorney. Must have experience preparing documents including financial affidavits, complaints, marital settlement agreements, discovery requests, and proffers. Requires broad knowledge of family law, self-starter, detail-oriented and possess superb client relations skills. Must be proficient with Microsoft Office Suite. Contact Sam Morton at 757-873-0447 for more information.

**51821 - Shipping/Logistics Clerk** - Company on Peninsula in need of clerk to assist with shipping and logistics for large volume of domestic and international packages. Successful applicant will have 3+ years arranging shipment, inputting orders, product packaging, data entry and all documentation. You must have excellent data entry skills and know Peachtree. Contact Sam Morton at 757-873-0447 for more information.

If you or anyone you know are interested in these positions, please contact the appropriate recruiter. Please visit [www.donrichard.com](http://www.donrichard.com) for **additional** career opportunities.

# employmentEdge

## Important Tax Tips for Job Seekers

by Nathan Newberger, [www.WorkTree.com](http://www.WorkTree.com)

3. Employment agency fees
4. Ad space in newspapers, trade magazines or on web sites
5. Traveling costs for job interviews (This does not just include airfare or public transportation. The costs of driving to an interview can be deducted on a mileage basis.)

The list continues on, but you get the picture.

The 2 most important things to remember are:

1. These expenses are only deductible if you itemize them.
2. Only job search expenses exceeding 2% of your adjusted gross income are tax deductible. (please check with a tax expert on the finer details)

### 2. The Big Bucks \$\$

The deductions don't begin and end with your minor expenses. As well as the small costs of printing, postage, etc, large expenses associated with the job hunt can also be deducted.

The two primary "major expenses" are as follows:

1. EDUCATION - If you went back to school before taking a new job, your educational expenses can be curbed with tax deductions. Based on your adjusted gross income, you could be eligible for deductions of up to \$3,000.
2. MOVING - Once you have finally found that new job, some of your moving expenses may be deducted for tax purposes. The only eligible expenses are ones that your current employer did not already cover. Furthermore, moving costs for a new job are only deductible if your new place of work is at least 50 miles from your old home. If these requirements are met, things like packing costs, mileage expenses, parking fees, tolls and lodging while traveling are all tax deductible.

### 3. Playing It Safe

Tax deductions can be very tricky and very tempting. The worst idea you could get into your head is to start being a risk taker when it comes to your tax return. You may not always get caught bending the truth, but if you do, the IRS will have very little sympathy. Deductions related to the job search may also raise a bright red flag to the IRS. These types of expenses tend to get examined more thoroughly than others.

So as you file your return, keep these things in mind:

1. Don't get creative and try to pile on expenses that are not truly exclusive to your job search. For example, a new suit may be needed for interviews, but its usefulness is not strictly confined to your job search.
2. Save your receipts. In the case that your deductions do draw suspicion, you can save yourself a lot of pain, time and money if you have proof of all your expenses.
3. CHECK WITH AN EXPERT. We here at Worktree.com are job search experts, not tax accountants. Before you file a return with new types of deductions, it would be smart to get professional advice.

### Conclusion

Don't be afraid to try and save money, however, please speak to an expert if you have any questions. As long as you play by the rules and only deduct legitimate expenses, you are in the clear. Being out of work is an economic burden on its own. Money can be even tighter when you have to spend large amounts on your job search but these tips may help you recover a portion of this. Use those deductions to your advantage, and do it quick - April 15th is just around the corner!

## Employee of the Month

Congratulations **Stephanie Bollinger**! You have been chosen as Don Richard Associates' March Employee of the Month for doing such a great job at **Willcox & Savage** as a **Legal Secretary**.

### Jennifer Tomlin, CSP Named Chief Operating Officer



Ed Greene, President and CEO of Don Richard Associates, announces the promotion of Jennifer Tomlin, CSP, to Chief Operating Officer who will take on the major leadership functions as he steps aside to focus on

personal endeavors. Ms. Tomlin joined Don Richard Associates in 1998 and has previously held the positions of Branch Manager, Regional Manager and Vice President.

"I am excited about the opportunities the firm will have with Tomlin's leadership as COO," said Greene. "Over the years her astute management of her staff, dedication to the firm's mission, and involvement in our steady growth has given me extreme confidence in the succession planning we have had underway over the past two years."

Prior to joining the firm, she worked in Los Angeles, CA for Volt Information Sciences, a fortune 500 staffing firm. Ms. Tomlin is a Virginia Beach native and has twenty years of experience in the recruiting and staffing industry.

Ms. Tomlin is active with various professional and civic organizations to include Lead Hampton Roads, Hampton Roads Chamber of Commerce Norfolk Division Board of Directors, the Education and Workforce Development Committee for the Hampton Roads Chamber of Commerce (Norfolk) and the Surfrider Foundation.

If you would like to learn more about Lead Hampton Roads or the Education Workforce Development Committee for Hampton Roads Chamber of Commerce (Norfolk) you can visit their websites at:

[www.leadhamptonroads.com](http://www.leadhamptonroads.com)

### Don Richard Associates' earns Certified Staffing Professional (CSP) Designation

All recruiting professionals at Don Richard Associates have earned the Certified Staffing Professional (CSP) designation from the American Staffing Association. The CSP Program offers a professional credential through completion of an in-depth course and an exam of labor and employment law principles and ethical practices applicable to the staffing industry. The CSP program promotes industry wide competency standards through its national program.

"I am extremely proud of the entire recruiting team at DRA. Having everyone obtain their Certified Staffing Professional (CSP) designation certainly enhances our reputation as being 'The Employment Professionals' in the Hampton Roads area" said Ed Greene, President and CEO of Don Richard Associates.

The recruiting professionals who received this designation include, from the Norfolk office, Brenda Bigelow, Joyce Diaz and Branch Manager, Liza Parker, from the Newport News office Branch Manager, Sam Morton, and DRA's Chief Operating Officer, Jennifer Tomlin.

