

# Senior Tax Manager

The Senior Tax Manager is a distinct opportunity for those looking to move into a Partnership path. You will have your area of specialization, be accountable for revenue generation and managing a large book of business. You will be your clients trusted advisor, solve issues outside of accounting.

## Major Tasks, Responsibilities & Key Accountabilities

- Understand client service relationships and how to utilize firm resources to provide unmatched client service to existing clients
- Assist in managing, developing and coaching professional staff
- Review financial statements prepared by staff and senior accountants
- Effectively delegate responsibilities to others, monitor efforts of engagement teams
- Successfully research complex issues, applying findings to projects and clearly communicate those findings in writing
- Performs either attest or tax quality control reviews as directed by partners
- Plans, supervises, reviews all final review of audit engagements
- Communicates with partners on the progress and timely completion of projects
- Performs various research and consulting projects
- Keeps current on accounting standards and education
- Prepares other reports, projects, and duties as assigned
- Reviews medium to advanced level individual and business tax returns
- Review the successful completion and accuracy of clients accounting information and financial statements
- Communicate with team lead for timely and cost-effective completion of projects
- Training, administrative and supervisory duties (chargeable time)
- Achieves department goals for chargeable and total hours, utilizes available staff, manages delegation and hours distribution
- Makes recommendations to improve firm operations
- Assists in billing, monitors budgets

## KSA, Competencies and Administrative

- Exhibit effective communication and listening skills
- Ability to proficiently use technology tools in regular assignments and demonstrate commitment to improving work processes through use of technology
- Excellent delegation and time management skills
- Focus and dedication to client service fulfillment at the highest level
- Highly proficient technical GAAP, accounting and tax knowledge
- Ability to work effectively under pressure and against client deadlines

## Qualifications

- Bachelor's degree in Accounting, Finance or related degree, Masters' degree preferred
- Active CPA license

## External Consideration

- A minimum of 15 years public accounting experience with at least 10 years in a Management role
- A minimum of 7 years' experience consulting directly with closely held organizations