

# Tax Manager

As a Tax Manager, you will have identified and be working on your area of specialization. In this role you will be proficient in client service, relationship management, preparation and review of your area of expertise. You will be managing your own book of business.

## 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, recruiting, developing, retaining and coaching professional staff
- 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
- Keeps current on accounting standards and education
- Prepares other reports, projects, and duties as assigned
- Achieves department goals for chargeable and total hours, utilizes available staff, manages delegation and hours distribution
- 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
- 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 senior role
- A minimum of 7 years' experience consulting directly with closely held organizations