

Barton, Walter & Krier, P.C. is a full-service CPA firm with the talent and expertise to offer an array of accounting, audit, consulting and tax services -- all prepared in accordance with professional standards. We are committed to developing strong customer relationships so that we can better understand our clients and assist them with year-round planning. We listen to our clients' needs and strive to exceed expectations.

At Barton, Walter & Krier, P.C., we offer a dynamic work environment that is both supportive and engaging. We foster a culture of innovative thinkers and are proud to support you in your professional goals. If you are passionate about helping clients succeed at a collaborative, innovative and experienced firm, BWK is the place for you.

We are conveniently located in the northwestern suburbs; servicing businesses state-wide.

**Title:** Tax Manager

### **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 tax quality control reviews as directed by partners
- Plans, supervises, reviews all final review of tax returns
- 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 tax return
- 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
- Accounting and tax knowledge
- Ability to work effectively under pressure and against client deadlines

### **Qualifications**

- Bachelor's degree in Accounting, Finance or related degree, Master degree preferred