

Tax Manager

Qualifications for Potential Candidates:

- Active CPA license, law license, or master's degree in tax required.
- Minimum of 5 years of public accounting tax experience or 8 years of non-CPA firm tax preparation experience.
- Advanced technical knowledge of tax concepts & the ability to apply to various client situations.
- Ability to work both independently and as a member of a team.
- Ability to manage and mentor staff.
- Capacity to manage multiple projects.
- Strong written and verbal communication skills.
- Positive can-do attitude, proactive, and takes initiative.
- Proficiency in Microsoft Office Suite, QuickBooks, QuickBooks Online, and Lacerte tax software a plus.

Primary responsibilities include:

- Review complex individual income tax and business tax returns.
- Complete year-end and other tax planning services.
- Provide answers and solutions to client questions and tax issues.
- Supervise, train, mentor, and review work of staff below manager level.
- Oversee and complete complex tax research projects.
- Foster client relationships.

Other responsibilities include:

- Review IRS and state taxing authority letter and notice responses.
- Review state and local excise and personal property returns.
- Review federal and state payroll returns.
- Review client bookkeeping.
- Preparation of any of the above items, as needed.
- Other tasks, as needed

Employee benefits include flexible schedule, paid time off, 15 paid holidays, employer subsidized medical/dental/vision group coverages, 100% employer paid \$25k life insurance, 100% employer paid underground parking, 100% employer paid license and CPE expenses, 3% employer contribution to 401k, potential for bonus, potential for profit sharing, employer provided beverages and snacks, business casual dress, casual Friday dress, no required minimum billables, no crazy busy season hour requirements, and fitness center on site at no cost.