
Public Accounting Firm Tax Manager

Job Description

We are looking for an experienced Tax Manager for our public accounting firm to lead and manage multiple operations of the tax practice area and to deliver quality tax services to a wide variety of clients. You will serve as business adviser to our clients. This position offers excellent opportunities for leadership and career advancement to the right candidate.

Job description

- Deliver a full range of tax services in compliance with laws and regulations within industry deadlines
- Build relationships and interact with clients to provide excellent planning, consulting and expertise
- Provide innovative tax planning and tax projections
- Review complex income tax returns
- Identify and mitigate tax risks
- Manage tax provision and tax compliance processes
- Improve processes by developing or implementing best practices
- Prepare and review federal and state income taxes for individuals, businesses, benefit funds, real estate, and exempt organizations.
- Prepare internal memoranda, written correspondence
- Provide guidance to the client in response to federal and state notices and other documents for submission to the IRS or Treasury Department.
- Train staff, review and evaluate their work.
- Manage multiple clients, budgets and production goals.

Experience

- Bachelor's degree in accounting or finance.
- CPA Certification.
- 6+ years prior experience in public accounting tax experience.
- Significant supervisory experience (2 years plus).
- Experience preparing individual, business, benefit fund, real estate and exempt organization tax returns.
- Strong accounting and analytical skills.
- Strong computer skills: proficiency in Tax software, Excel, Word. (Ultra-Tax usage is helpful)
- Excellent interpersonal, oral and written communication skills.
- Good at meeting deadlines and solving problems
- Detail oriented & ability to multi-task.