



Title	Tax Manager
Classification	Full Time
Reports to	Partners
Supervises	Staff Accountants

Summary of Responsibilities

The tax manager is responsible for the planning and completion of tax engagements and projects, supervision of staff on engagements and mentoring and training of staff accountants. Key accountabilities for this position are:

1. Effective development and utilization of staff
2. Client satisfaction
3. Champion of company vision, mission and values
4. Development, management and adherence to company procedures
5. Continuous learner

Essential Functions

1. Participate in leadership.
2. Planning & scheduling
3. Manage tax engagements and projects
4. Tax research
5. Development and management of firm processes.
6. Quality control
7. Review of work product
8. Liason between client, partner and staff
9. Hold staff accountable
10. Technical knowledge and sharing of same
11. Training and staff development
12. Staff mentoring

Required Experience

5 plus years of experience in public accounting performing tax preparation and planning.

Educational Requirements

1. The position requires a CPA license.
2. Annual continuing education requirements must be met.

Working Hours

Normal office hours are 8:00a.m. to 5:00p.m. Monday through Friday. Additional hours will be needed as necessary based on workload. Flexible work arrangements may be considered.