



## **Tax Manager Job Description**

### **Areas of Accountability**

- Clear understanding of current tax law changes and updates
- Continuous distribution of updates to partners and staff
- Monitor and review firm tax compliance procedures; administrative and quality control
- Staff training
- Conduct technical training sessions and seminars
- Directly supervise staff dedicated to tax department
- Act as liaison between partners and staff
- Train, develop and mentor associates and share knowledge with team members
- Identify staff development skills for direct reports and create a developmental plan to improve performance
- Participate in annual staff review process
- Perform tax planning and compliance for clients with sophisticated tax issues
- Perform tax planning and compliance for high-net worth/high-income clients
- Review and assist in tax accruals for A&A clients
- Prepare and review tax returns
- Govern specific projects as needed – tax planning, complex tax returns, dissolutions, etc.
- Expect new client/business development

### **Qualifications**

- 6+ years experience
- Accounting degree
- CPA certification required
- Advanced degree preferred

### **Knowledge and Skills**

- Proficient in Microsoft Office applications, including working knowledge of firm's tax and accounting software and application
- Proficient knowledge of GAAP and GAAS standards
- Knowledge of current technical accounting and auditing pronouncements
- Effective written, verbal and interpersonal skills
- Encouraged participation in civic or professional organizations