

Sponsel CPA Group

Tax Manager Job Description

Summary

Responsible for managing tax reporting and compliance within the firm. Ensures tax returns are completed and accurate to minimize tax obligations. Responsible for tax planning in preparation for future filings.

Primary responsibilities

- Assist private company clients in reaching their goals through tax and advisory assistance.
- Ensure a company's annual earnings, expenditures and investments are reported with accuracy and completeness.
- Plan and prepare state and federal returns for companies.
- Interpret the U.S. tax code.
- Research the implications of tax laws and advise clients on tax related issues.
- Help minimize task risks associated with mergers, and acquisitions, and other business dealings.
- Track income and property taxes.
- Research and develop tax-saving strategies.
- Reconcile tax data on financial statements.
- Plan, direct, and execute various tax projects.
- Perform research and prepare/review technical tax memorandum.
- Manage, develop, and mentor staff on projects and assess performance through formal periodic reviews and informal feedback.
- Oversee complex tax research projects for clients in diverse industries.

Job Requirements:

- Bachelor's degree is required.
- Seven plus years recent public accounting and managing experience
- Must be a licensed CPA.
- Service-oriented, results-oriented, and welcomes structure and process.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to think beyond accounting and understands client issues and goals.
- Strong organizational and time management skills
- Ability to multi-task in a fast paced environment with many time constraints and deadlines
- Must possess excellent project management, analytical, interpersonal, oral and written communication skills.
- Team player who is respectful, outgoing, and positive.
- Strong technical skills and knowledge of ProSystem fx Suite and Microsoft Office Suite including Outlook, Word, and Excel
- Excellent customer service and communication to clients and staff.

For immediate consideration, please email your resume and salary requirement to:

resumes@sponselcpagroup.com

No agencies or phone calls please. Only those candidates whose experience best meets our requirements will be contacted.