



Job Title: Tax Manager

Job Description: Tax Manager must be a self-motivated dynamic individual with experience in managing a public accounting tax department. Individual will be responsible for overseeing tax return preparation and review. Must have experience in tax planning and research for individuals, partnerships, limited liability companies, trusts, corporations and estates. Individual will be working closely with the firm partner and expected to recognize opportunities to increase level and types of services to clients. In this position you will be afforded the opportunity to become an integral part of the firm, build a client base with great promotional opportunity.

Job Responsibilities (include but not limited to):

1. Implement client's engagements from start to finish (planning, executing, direction, and completing projects).
2. Gain understanding of client operations, processes, and business objectives.
3. Assist in preparation of complex tax returns for corporations, partnerships, trusts, and individuals.
4. Review complex tax returns and provide innovative tax planning.
5. Proactively interact with key client management to gather information, resolve tax-related problems, and make recommendations for business and process improvements.
6. Identify and mitigate tax risks.
7. Coordinate accounting staff and assess their performance.
8. Manage tax provision and tax compliance process.
9. Improve processes by developing or implementing best practices.
10. Manage and coordinate tax audits.
11. Handle routine client questions and work with clients to obtain necessary information for financials and tax return completion.
12. Research complex tax issues.
13. Respond to IRS and other taxing authority notices.
14. Provide timely, high quality client service that meets or exceeds client expectations.
15. Ensure professional development through ongoing education and obtaining additional certifications as appropriate.
16. Complete special projects as needed.
17. Adhere to the highest degree of professional standards and strict client confidentiality.

Minimum Qualifications:

1. CPA preferred.
2. 5+ years of recent tax preparation experience in Public Accounting.
3. Previous management experience.
4. Understanding of tax code and technical aspects of tax preparation and compliance.
5. Knowledge of Thomson Reuters Suit of Accounting and Tax software preferred.
6. Ability to meet deadlines and solve problems.
7. Demonstrate strong verbal and written communication skills.
8. Demonstrate strong interpersonal skills and work ethic.
9. Must be currently authorized to work in the United States on a full-time basis.
10. Must pass background check prior to employment.

Competencies:

1. **Analytical** – Synthesizes complex and diverse information.
2. **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
3. **Technical Skills** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills; shares expertise with others.
4. **Judgement** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decision; includes appropriate people in decision-making process.
5. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions.
6. **Dependability** – Responds to partner direction; commits to work hours necessary to reach goals; meets projects deadlines on time or notifies partner with an alternate plan.
7. **Initiative** – Seeks increased responsibilities; asks for and offers help when needed; volunteers readily.



Firm: T. C. Burgin, CPA, PC is technology-minded, service-driven and committed to developing long-lasting relationships with clients by providing personalized service. The Firm is dedicated to addressing the needs of our clients while still maintaining a quality work/life balance for staff.

Hours/Travel: Full time position with less than 200 hours of seasonal overtime required. Regular office hours are 8:00 am to 5:00 pm Monday-Friday. Minimal local travel required for this position.

Salary/Benefits: Competitive salary commensurate with education and experience. Paid platinum medical and dental insurance provided for employees. Generous personal time off policy.

Applications: Documents must include cover letter indicating experience applicable to position including salary requirements and resume.