

## **Tax Manager**

As a Tax Manager you will need to possess an in-depth knowledge of individual and business taxation.

The Tax Manager within CPS Group CPAs, PA are given high levels of responsibility. Tax Manager are expected to work independently and efficiently in their role to meet strict deadlines, without day-to-day supervision.

The ideal candidate for this position should be excellent at recording data and have an ability to produce clear financial reports. The candidate would be able to think critically and be comfortable making decisions independently in ambiguous situations. Finally, the candidate would be driven to continually learn and educate themselves as the industry and law evolves.

## **Duties & Responsibilities**

- Accumulate, analyze, and process financial accounting data to prepare tax returns, estimated tax payments, forecasts and financial accounting estimates of tax for individuals and business
- Review and prepare federal, state, and local tax returns for individuals and businesses
- Gather information and prepare responses for various IRS and state notices received by our clients
- Maintain communications with Tax staff and other CPS staff in multiple departments (Tax, Audit and Small Business Services) on engagements regarding identified and ongoing tax issues
- Understand and research basic to complex tax concepts and their application to client situations; communicate results with client
- Organize and monitor workflow for tax and admin staff
- Train and mentor fellow team members
- Contribute to, and implement, process improvements
- Handle special projects and other duties

## **Education and Skill Requirements**

- Master's degree in accounting; 5 years public accounting tax experience
- CPA/EA designation required
- Experience with CCH ProSystemfx Tax and Engagement and Fixed Asset CS software preferred and strong skills using QuickBooks and Sage
- Proficient in Microsoft Suite (Word, Excel, Outlook)

## **Skills and Competencies:**

- The ability to work effectively in a team and across teams when necessary.
- Ability to develop relationships throughout the company and to work collaboratively with all levels of employees, management and external agencies.
- Ability to manage multiple projects independently while being flexible.
- Strong organizational skills, with the ability to manage deadlines and expectations efficiently.
- Ability to communicate effectively at all levels within the organization clearly articulating ideas, opinions and information.

Interested applicants can send their résumé and contact information to Stephanie Kimbrough at [stephanie@cpsinvest.com](mailto:stephanie@cpsinvest.com).