

Tax Manager

About Us

CPS Group CPAs, PA has a long history of building lasting relationships with clients. We work hard to earn their trust and confidence and consider many of them to be good friends and part of our “family.” Many of our client relationships have lasted more than thirty years, and we have often worked with multiple generations of family members and organizational leaders.

Due to our continuous growth, we are seeking a detail-oriented Tax Manager. We are looking for a full-time professional who possesses passion for knowledge and professional development. As a Tax Manager you will need an in-depth knowledge of individual and business taxation.

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

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 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 & Skill Requirements

- Bachelor's Degree in Accounting, Finance, or related field, required
- 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 & 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.

Salary & Benefits

- Competitive salary commensurate with experience.
- Benefit highlights include health, dental, vision, and long-term disability insurance, escalating paid vacation, paid sick time, paid holidays, employer-paid life insurance, 50% 401K match, employer-paid CPE, and team goal bonus.
- CPS has a passion for community involvement and provides opportunities to assist, donate, volunteer, and attend community functions.

For additional information about this position or our firm, please contact Stephanie Kimbrough at stephanie@cpsinvest.com.