

TAX MANAGER JOB DESCRIPTION

We currently have a career opportunity for a Tax Manager in our firm. Applicant must have CPA firm experience.

Applicant also must have extensive experience in the preparation of Sales Tax Returns, Payroll Tax Returns, Individual Tax Returns, Partnership Tax Returns, Corporate Tax Returns, Estate Tax Returns, and Property Tax Returns.

Preparation of financial statements according to GAAP. Extensive experience with adjusting journal entries, and account reconciliation.

Ability to research tax issues and assist with various special projects, including preparing cases for tax-court, and audit representation.

Applicant must possess strong communication skills, and tax problem solving skills with various tax agencies such as the IRS, FTB, BOE, and EDD. Exceptional organizational and customer service skills are required as well.

Promote & Perform value added services for Corporate clients.

IRS Audit experience is required for both Individual & Corporate.

QuickBooks Pro Advisor and IRS experience is a plus. The ability to multi-task a variety of tax, accounting & tax resolution cases is required as well.