

## **Tax Manager**

Gerety & Associates CPAs is a certified public accounting firm specializing in income tax planning for businesses and high net worth individuals with an emphasis in the areas of estate and trust taxation. Our firm is currently seeking a high energy, positive individual to join our team as a Tax Manager. Gerety & Associates CPAs is an equal opportunity employer that values all team members and offers a competitive salary and benefits package including health insurance, 401(k) match, generous PTO hours, paid continuing professional education and paid time for participation in community involvement events. Our firm offers an enjoyable work environment and believes in and respects work-life balance for our team.

### **General Summary of Position:**

Tax Managers are responsible for managing client assignments and projects. This includes coaching, advising, and supporting team members in meeting clients' expectations and deadlines. Tax Managers direct the work of staff and monitor the progress of engagements in relation to quality, budgets and deadlines. Tax Managers are also responsible for maintaining and growing client relationships for clients assigned to them.

### **Essential Responsibilities:**

- Review and manage the preparation of a broad range of individual, corporate, trust and other entity tax returns, including those with high degrees of complexity
- Supervise staff during assigned projects to ensure firm quality standards are met
- Lead and manage the client relationship with a focus on delivering high-value, quality tax service and advice
- Keep abreast of current trends, issues, laws, and practices in the tax field
- Communicate directly with taxing authorities on behalf of clients
- Prepare and review complex tax planning and projections
- Consult with clients on business and tax related issues
- Participate in networking and business development opportunities
- Participate in staff development initiatives and firm sponsored training
- Mentor associates as they navigate their career paths

### **Knowledge and Skills Required:**

- Bachelor's degree in Accounting
- CPA license
- Masters in Taxation a plus
- 6+ years of relevant tax experience in public accounting
- Significant experience in review, research and tax planning, including knowledge of a broad range of tax matters in various industries with an advanced understanding of income tax laws and regulations
- Ability to research and resolve government correspondences and assessments
- Positive attitude, strong work ethic and high integrity
- Working knowledge of tax and accounting software and Microsoft Office products including Outlook, Word, and Excel
- Strong organizational skills, including the ability to manage several projects simultaneously and complete tasks in a timely manner
- Able to communicate effectively, both orally and in writing

Please submit resume to [geretycpas@geretycpa.com](mailto:geretycpas@geretycpa.com)