Tax Manager Job Description



TAX MANAGER RESPONSIBILITIES INCLUDE:

- Delivering a full range of tax services in compliance with laws and regulations within timeframe
- Building relationships and interacting with clients to provide excellent planning, consulting and expertise
- Providing innovative tax planning and reviewing complex income tax returns

JOB BRIEF

We are looking for an experienced Tax Manager to lead and manage multiple operations of the tax practice area and to deliver quality tax services, that will increase firm’s reputation. You will serve as business advisor to our clients aiming at maximizing engagement and achieving qualitative outcomes.

RESPONSIBILITIES

- Deliver a full range of tax services in compliance with laws and regulations within timeframe
- Build relationships and interact with clients to provide excellent planning, consulting and expertise
- Provide innovative tax planning and review complex income tax returns
- Identify and mitigate tax risks
- Coordinate accounting staff and assess their performance
- Manage tax provision and tax compliance process
- Improve processes by developing or implementing best practices
- Manage and coordinate tax audits
- Maintain tax balances on general ledger
- Prepare all tax papers in regular basis and handle all information data requests

REQUIREMENTS

- Proven work experience as a Tax Manager
- Excellent knowledge of tax accounting, tax compliance and all types of tax returns
- Knowledge of tax software and MS Office
- Good at meeting deadlines and solving problems

- Exceptional client service along with the ability to develop excellent client relationships
- Strong leadership and personnel management skills
- Analytical skills with detail orientation
- BA in Accounting or MA in Taxation

SOURCE: https://resources.workable.com/tax-manager-job-description