

CHIP CAPELLI, ACCOUNTANT

TAX MANAGER JOB POSTING

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.

You will oversee the team of tax preparers and ensure quality control on each return prepared.

This is a year-round position, but hours will vary in the "off season."

There is opportunity to work remotely on occasion.

Responsibilities

- Deliver a full range of tax services in compliance with laws and regulations adhering to a defined schedule
- Reviewing tax returns for completeness and accuracy, working with staff to make corrections and maintain the highest quality control possible
- Build relationships and interact with clients to provide excellent planning, consulting, and expertise
- Identify and mitigate tax risks
- Coordinate tax staff and assess their performance
- Manage tax provision and tax compliance process
- Improve processes by developing or implementing best practices
- Review all tax papers and handle all information data requests

Skills

- Proven work experience as a tax preparer
- Management experience preferred
- Comprehensive knowledge of tax accounting, tax compliance and all types of tax returns
- Knowledge of tax software and MS Office (ProSeries a plus)
- Good at meeting deadlines and solving problems
- Ability to interact with clients as needed, delivering excellent client service
- Strong leadership and personnel management skills
- Analytical skills with detail orientation
- BA in Accounting or MA in Taxation

Please apply by email to Chip@ChipCapelli.com along with a cover letter including salary requirements.