

Tax Manager

Griffing & Company, P.C.

Public Accounting and Consulting Firm

Job details

Salary: Commensurate with experience

Job Type: Full-time

Location: Sugar Land, TX

Years of Experience in Tax & Public Accounting: 8-12 Years (Required)

Education Level: Bachelor's Degree or higher; CPA License

Full Job Description

Griffing & Company, P.C. is actively seeking a Tax Manager. This is not an entry level position. This position reports directly to our Directors and Shareholders while also working collaboratively with the members of our expanding tax team. The Tax Manager prepares and reviews tax compliance engagements, tax planning, and tax provisions for private clients. Engagements include but are not limited to the following: Corporate taxation, consolidated returns, S-Corporation taxation, partnership taxation, high net worth individuals, and state and local tax matters. This position offers an excellent opportunity for leadership, learning and career advancement to the right candidate.

Essential Duties and Responsibilities:

- Manage client engagements from start to finish, which includes planning, executing, directing, and completing tax projects while effectively controlling time and expenses.
- Provide and develop tax planning techniques for clients while addressing client needs and seeking new opportunities for existing and potential clients; make recommendations for appropriate additional services.
- Plan and coordinate corporate, partnership, individuals, and S-corporation tax compliance engagements.
- Assist clients with management of federal and state tax audits and negotiate tax positions.
- Interact closely with the clients and their advisors.
- Perform and review technical tax research, analysis, and written memorandum.
- Recognize complex technical issues, reach appropriate conclusions and apply authority to support conclusions.
- Ability to organize and prioritize daily work responsibilities to meet deadlines.
- Responsible for leading a team of senior and staff level positions and ensure proper execution of assignments.
- Provide staff and seniors with leadership, counseling, and career guidance.

Qualifications:

- Minimum Bachelor's degree in Accounting. Advanced degree preferred
- CPA certification required
- Knowledge of federal, state, and local tax laws.
- Excellent supervisory, organizational, problem solving, written and oral communication and interpersonal skills

- Experience with tax preparation and research software required – CCH Prosystems & Checkpoint desired.
- Ability to effectively use Microsoft Office Suite, including Word, Excel and PowerPoint.
- Hands-on experience with review and preparation of all forms and schedules related to corporations, S-corporations, partnerships, individual, and consolidated returns.
- Proven ability to work & multitask on multiple client engagements and adhere to tax deadlines.
- Strong research and compliance skills.
- Exceptional client service skills.

Benefits:

Some of the great benefits that are provided to our employees include:

- Health Insurance
- 401(k) and discretionary profit sharing after one year of service
- Vacation/Paid holidays
- Sustainable work-life balance and flexibility
- Free covered parking
- Paid CPE dues and licenses

Please email your resume to info@griffing.com.