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# Example of Director / Manager Job Description

Our growing company is looking to fill the role of director / manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for director / manager

* To review and introduce improvements to compliance, risks and operating procedures
* To recruit and develop staff to achieve staff individual career development and organisational requirements
* To actively and effectively participate and contribute to new projects/initiatives
* To perform any other duties as may from time to time assigned
* Think like an investor
* Mentor and lead creative team member in order to foster an environment of motivation, self-drive and creative ambition
* Collaborate and contribute to the organization as a leader of a creative team, and as a member of the account team
* Coordinate with Global Creative Director on global program, internal initiatives, project status updates, and share creative team goals and achievements
* With the account team, assure that internal and client presentations are on time, professional, engaging, persuasive, and supported by sound rationale
* Work with the account and metric analytic teams to establish requirements, information design, and conversion points to pull results through an optimized user experience

## Qualifications for director / manager

* CPA licensure required for manager, JD or EA accepted for Director
* This position has the production and client responsibilities for the preparation and review of all types of tax returns (individual, corporate, multi-state)
* Experience managing business tax engagements with a deep understanding of partnership, S corporation and C corporation concepts
* Demonstrated ability to manage and build client relationships
* Ability to coach and mentor members of the team
* Ability to work independently yet be part of a strong tax team