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# Example of Manager, Tax Job Description

Our innovative and growing company is searching for experienced candidates for the position of manager, tax. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, tax

* Evaluate and select actions to lessen tax burden and cost of compliance
* Identify different methods of complying with tax regulations while acting as the primary client contact for complex tax issues
* Manage the tax compliance engagements for the firm's Alternative Asset clients
* Work with a client base comprised mostly of hedge funds and broker-dealers
* Supervise a tax staff in the compliance of these partnership and corporate returns
* Extensive contact with clients and supervising Audit Managers and Tax staff
* Supervise staff in the preparation of fiduciary accountings, in bookkeeping functions and the review of estate tax returns
* Oversee preparation of individual, partnership, foundation, fiduciary and gift tax returns for high net worth individuals and affiliated entities, secondary review of estate tax returns
* Respond to taxing authorities on behalf of clients
* Work with staff and attorneys in all aspects of tax return preparation

## Qualifications for manager, tax

* Deep desire to perform with the best and drive constant improvement
* Intellectually curious and eager to learn and develop every day
* You should be a degree holder with at least 5 years of relevant experience gained from Big 4(plus)and large MNCs
* 7+ years of Tax experience (Compliance
* 3+ years of public accounting and/or private industry (hedge fund or private equity) experience
* Take responsibility for staff assignments