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# Example of Partnership Manager Job Description

Our innovative and growing company is hiring for a partnership manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for partnership manager

* Legal – writing rules and regulations, FAQ
* Copy – writing copy for sites, spots
* The Tax Manager is responsible for the delivery of a full range of tax services for multiple clients in a wide variety of industries
* Tax compliance, partnership returns, joint venture, and non-corporate entity tax returns and combined state tax returns
* Conduct primary and secondary review of partnership income tax returns
* Direct and monitor the state tax compliance and composite filing activities
* Manage, develop, train and mentor assigned tax staff on tax projects and assess their performance for both engagement and year-end performance reviews
* Communicate customer requirements to internal business partners (Credit, Customer Service, IT, Logistics, Merchandise Operations, Sales)
* Provide support for wholesale customer Item set-up processes and resolution of issues relating to the UPC catalog and UPC availability
* Support FOB moves and key customer initiatives as relates to EDI and Logistics activities changes to DC network strategies

## Qualifications for partnership manager

* A Bachelor's degree in Accounting or in a business-related field is required
* An active CPA license or an enrolled agent designation is required
* Excellent analytical, technical, and tax accounting/technology skills with proficiency in US GAAP, state tax compliance, partnership returns, joint venture and non-corporate entity tax returns and combined state tax returns, is required
* Strong leadership, business development, training, coaching, and mentoring skills, are preferred
* Manage a team of 2+ employees, workflow and tax calendar to meet departmental goals via appropriate allocation of workload and effective resource management
* Partner directly with other departments to evaluate and plan the gathering of information necessary for provision and tax return compliance and other projects