Downloaded from <https://www.velvetjobs.com/job-descriptions/partnership-manager>

# Example of Partnership Manager Job Description

Our company is growing rapidly and is looking 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

* Manage the timely filing of tax extensions and income tax returns, and payments of applicable fees and taxes in all jurisdictions
* Provide forecasts of taxable income for solar funds
* Make recommendations and provide guidance on the impact of tax law changes
* Respond to investor related tax queries
* Manage federal and state income tax notices and audits
* Improve and develop tax preparation and filing processes
* Manage schedules for federal and state incentive credits, treasury grants, state rebate income analysis, and tax attributes
* Manage tax return related administrative tasks such as tax return processing, certified mailing and labeling preparation, files and documentation maintenance, PBC information update and tracking, tax due dates calendar
* Establish business contacts and explore collaboration opportunities
* Lead market validation efforts

## Qualifications for partnership manager

* Bachelor’s degree in Accounting and/or Finance or equivalent business-related field
* CPA/MST a plus
* Minimum 5-7 years of income tax experience, with strong knowledge of partnership Subchapter K issues
* Experience with tax return preparation software desirable
* Experience with tax research tools desirable
* Advanced Excel and spreadsheet management skills