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# Example of Tax Manager / Senior Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of tax manager / senior manager. 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 tax manager / senior manager

* Conduct analysis and documentation for ASC 740-10 FIN 48 reserves
* Managing the preparation of a broad range of individual, corporate and other entity tax returns
* Conducting tax research to develop solutions for our clients’ complex and/or unique situations
* Include review (and some complex preparation) of Individual, High Net Worth, S-Corp, and Partnership returns
* Communicate with various clients
* Complete some research and planning tasks
* Communicates progress to partners
* Focuses on areas of technical specialization (industry related or subject matter), with a large percentage of client service towards clients covered by this specialization, identifies planning opportunities within such areas of specialization, and provides executive level guidance and consultation relating to such specialization to other engagements and offices throughout the Firm
* Contributes to overall office efficiency by providing feedback on staff performance, participating in initiatives for on-going staff development, and developing a teaming culture (through informal social and professional events)
* University degree majoring in tax, accounting, finance or related fields

## Qualifications for tax manager / senior manager

* 10+ years corporate tax experience in public accounting or a corporate tax department
* 5 - 10 years + of experience with tax in a public accounting setting
* Good Degree in Accountancy or Business from reputable Universities, or international professional accounting qualifications
* Winning business and growing the client base
* BComm (Acc)+ BCompt Hons + CA (SA) is a requirement
* An MCom (Tax) or HDip (Tax)