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

# Example of Tax Manager Job Description

Our growing company is looking for a tax manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax manager

* Working closely with partners and clients
* Manage and supervise staff in tax preparation of individual, estate/trust and entity tax returns
* Interact with high-level client personnel, firm audit and tax directors and partners
* Assisting with preparation of unitary and combined state and local tax returns
* Calculating monthly effective tax rates
* Work on client service
* Work closely with the partners in practice development and marketing as they further develop their construction/contracting practice area
* Perform planning, research and tax compliance including corporate, partnership and individual tax
* Supervise and mentor the tax staff
* Provide tax services to closely held businesses

## Qualifications for tax manager

* FAS 109 knowledge
* Past experience servicing high net-worth individuals
* Experience in all taxes including
* 7+ years of current or recent CPA firm Tax Manager experience
* 5 years of Public or a combination of Public and Private experience
* Experience with tax management for hedge fund, investment partnership, or broker-dealer clients