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# Example of Tax Services Manager Job Description

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

## Responsibilities for tax services manager

* Provide support to partners by managing S Corporation formation process and delivering full service client support for partners
* Communicate to Firm leadership regarding tax positions, tax planning, and income allocations
* Manage Firm depreciation, Firm book income planning, and reconciliation of various accounts
* Develop and ensure that all tax process control documentation, tax policies, and procedures are maintained and updated in accordance with legal requirements and Firm standards
* Prepare complex federal and state partnership tax returns
* Review tax returns and workpapers
* Collaborate with other departments involving the sale and disposal of partnerships
* Prepare buy/sell calculations and workpapers related to partnership membership interest changes
* Assist in the preparation and analysis of income tax provision related workpapers
* Engage in and/or manage special projects as needed

## Qualifications for tax services manager

* Project management skills combined with interest and experience in process improvement and efficiency
* Managerial, organizational, technology and verbal/written communications
* Reconcile results to verify accurate conversion from legacy systems and modify implementation as needed
* Perform Unit and Integration Testing through preparation of test scripts in accordance with business requirements
* Develop training documentation and establish integration between these systems during user acceptance and integration testing
* Advise clients on Business Tax Transformation (Business Process Re-engineering from a systems perspective)