



Example of Manager, Tax Job Description

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

Responsibilities for manager, tax

- Support the State Tax counsel, Head of Tax and Head of Tax Compliance in both verbal and oral communications with State and Federal authorities tax positions taken
- Develop and coordinate a tax allocation costing system/process utilizing the current financial reporting system
- Providing client tax services to a diverse industry base
- Reviewing the work of the tax staff accountants
- Ensuring that all relevant policies and controls are adhered to on a monthly basis
- Reviewing and signing-off on all tax allocations and periodic tax estimates
- Reporting to the Director of Tax
- Participating in management decisions
- Ensuring that the team is resourced to service all clients
- Income tax planning and consulting for multi-national, public, private, and inter-state entities, including corporate transaction issues and tax saving strategies

Qualifications for manager, tax

- Open, honest, flexible, willing to roll up sleeves and get stuck in
- Previous experience with Real Estate Investment Trusts (REITs) and Tax (Compliance)
- Experience with the preparation and review of Corporate, Partnership and Individual Tax returns and Financial Statements (compilations, reviews &

- Economically and productively manage projects, including billing and accounts receivable responsibilities
- Communicate regularly with clients to build positive relationships, possess accurate timely responses and develop a thorough understanding of the clients industry and goals