



# Example of Tax Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of tax manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax manager

- Serve as a resource for staff and attorneys on all aspects of income taxation and tax-return preparation
- Prepare income tax returns for trusts, estates, foundations, individuals and related entities
- Tax compliance and planning for ultra high net-worth individuals and their related entities
- Analyzing complex investment information for tax purposes including FX and real estate transactions
- Prepare detailed planning and analysis memoranda
- Interface with clients regarding tax planning and structuring matters
- Model taxable income projections for various land development project scenarios
- Assist in developing corporate strategy for land assets that results in most effective tax position
- Develop and maintain monthly reports consisting of projected and actual taxable income for multiple land development projects
- Monitor both REIT and taxable REIT subsidiary land development project taxable income on a monthly basis

## Qualifications for tax manager

- CPA firm experience servicing high net-worth tax clients
- Coordinate with the Senior Vice President of Tax, Chief Accounting Officer

- Assist Senior VP of Tax and the investments team in identifying key tax/REIT issues related to new investments and/or acquisitions
- Assist in developing structures to eliminate exposure to such tax/REIT issues
- Review and reconcile the real estate development tax cost allocation work papers to the GAAP cost allocations
- Research real estate tax issues using internal revenue code, treasury regulations and other relevant authorities/guidance