FREDRICKZINK & Associates
A professional corporation. CPAs

TAX MANAGER

Position Summary: This position shares responsibility with the management team for organizing, conducting, reviewing, and evaluating the work on engagements to prepare and review individual, corporate, partnership, fiduciary, nonprofit, and estate tax returns. An individual at this level makes decisions on all but the most unusual tax matters and is responsible for routine engagements.

Position Type: Full-Time Exempt. On-site with some ability to remote work.
Billable Hours Goal: 1500
CPA CPE Requirement: 40

Compensation: Starting at $85,000 but can be negotiated based on experience.

Benefits:
- Paid Time Off (PTO)
- Sick and Bereavement Leave
- Paid Holidays
- 4 day work week in the summer: Monday-Thursday
- Medical, dental, & vision
- Cash In-Lieu of Medical Insurance
- 401k plan with employer match
- Life Insurance
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Professional Development Financial Support:
    - CPA Exam
    - Study Material reimbursement up to $1,500
    - Paid CPE
    - Paid Professional Dues

Responsibilities:

- Perform all aspects of client fieldwork relating to tax engagements under the direct supervision of senior team members and above.
- Possess and apply a solid understanding of accounting principles as they relate to individual client assignments.
- Possess a general understanding of various services the firm provides and articulate them to clients.
- Ensure clients comply with all tax authorities while adhering to firm policies and professional standards.
- Research simple to complex tax matters.
- Analyze and formulate tax planning strategies to satisfy client business and tax objectives.
- Ensure timely billing and manage out-of-scope activities, communicating with clients accordingly.
- Prepare individual, corporate, partnership, fiduciary, nonprofit, and estate tax

returns.

- Conduct frequent internal communication to ensure that all team members are informed of job status, problems, and additional service opportunities.
- Direct and instruct other team members on engagements including the delegation of duties.
- Develop one-on-one relationships with key client employees and become the main source of client interaction throughout the year for assigned engagements.
- Develop a personal network to assist the firm in achieving practice development and marketing goals by identifying new business opportunities with existing clients.
- Prepare in-house training programs, including CPE, to train other team members.
- Supervise tax staff on all projects.
- Review work prepared by tax staff and provide feedback.
- Train tax staff on all current software tools.
- Conduct performance reviews of all tax team members
- Attend functions and events that promote the firm with clients, potential clients, and peers.

Requirements:

- Bachelor's Degree in Accounting required, MBA or Masters of Accountancy preferred.
- Five or more years of tax experience.
- CPA or equivalent preferred.
- Knowledge of tax compliance and consulting principles

Preferred Skills:

- Strong analytical and problem-solving skills.
- Attention to detail and ability to work in a team.
- Ability to multi-task in a quick paced environment.
- Professional communication and documentation abilities.
- Ability to perform tasks in multiple electronic databases and applications.
- Knowledge of tax software and platforms.
- Comfortable communicating with technology.
- Ability to work efficiently and make improvements to workflow as applicable.

About Us:
At FrederickZink our team members are essential to our success. We value our team and believe in providing not only a competitive wage but also a comprehensive benefits package and opportunities to connect with our clients, the local community and each other. We are committed to supporting our staff personally and professionally as well as providing our clients with the highest level of service.

Confidence. Performance. Accountability. This is how we CPA.