



MURRAY MOYER JOB DESCRIPTION

TAX MANAGER

Job Brief

Murray Moyer is looking for an experienced Tax Manager to lead and manage multiple operations of its tax preparation and bookkeeping department, and to deliver quality tax services that will increase the firm's reputation. You will serve as a trusted business advisor to our clients aiming at maximizing engagement, maintaining proactive communication, and meeting all relevant deadlines.

Job Title

Tax Manager

Reports To

Director of Operations

Responsibilities

- Lead the tax preparation team, coordinate accounting staff and assess their performance
- Deliver a full range of tax services in compliance with laws and regulations within applicable timeframes
- Build relationships and interact with clients to provide excellent planning, consulting and expertise
- Provide innovative tax planning and review complex income tax returns
- Identify and mitigate tax risks, manage tax provision and tax compliance processes
- Improve processes by developing or implementing best practices, modernize the firm's systems where appropriate
- Manage and coordinate tax audits
- Supplement team activities and complete client returns as needed
- Prepare all tax papers, sign returns and handle all information data requests
- Communicate and build relationships with current and prospective clients

Requirements

- Current CPA or EA license
- Proven work experience as a Tax Manager
- Excellent knowledge of tax accounting, tax compliance and all types of tax returns
- Knowledge of tax software and MS Office
- Good at meeting deadlines and solving problems
- Exceptional client service along with the ability to develop excellent client relationships
- Strong leadership and personnel management skills
- Analytical skills with detail orientation
- BA in Accounting and/or MA in Taxation or applicable experience equivalent

About Murray Moyer

Murray Moyer is a tax resolution, tax preparation and bookkeeping firm owned and operated in the state of North Carolina. We approach every client relationship with the understanding that complex tax matters can impact any individual and that no business is immune to challenging economic times. Our CPAs work in conjunction with our tax attorneys to offer tax preparation services for individuals and businesses.

Interested applicants should send an e-mail to info@murraymoyer.com. E-mail should include the position you're interested in, desired start/end date, goals/activities you want to achieve and your resume.

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