

Tax Manager (Remote 100% Possible)

Purpose -

Our Tax Senior Accountant (Manager?) provides internal and external support to our CPA Partners and Bookkeepers to ensure optimal client service while maintaining the policies and procedures of the firm. The Tax Manager Senior Accountant is responsible for assisting with the leading / managing of tax compliance engagements in a timely manner – meeting deadlines, staying within budget, while identifying and responding to client issues in a courteous and professional manner. The Tax Senior Accountant serves in the important role of liaison between Partner and Client.

The Tax Senior Accountant maintains focus on the following:

- Has a Fundamental Understanding of Bookkeeping and Accounts Payable
- Displays great Mathematical, Analytical, and Critical Thinking skills
- Willing to adapt and work at a high level of intensity and fast pace to support the needs of a rapidly growing business
- Displays an acute attention to detail in their oversight of both the accounting and client billing
- Management of multiple clients alongside your Principal / Partner
- Ensuring client expectations are being met based on Principals direction
- Strong Relationships & Internal Communication
- Strong communication skills – both verbal and written
- Works Independently, Self-Motivated & Proactive
- Makes Recommendations to Streamline Processes & Improve Efficiencies
- Positive Attitude

The Tax Senior Accountant plays a critical role in managing due dates of engagements and deliverables and helps to track tasks in the project management tax system. He/she directs and coordinates the workload and supports the CPAs on client document organization, follow-up and research, as needed. He/she will support the firm's bookkeeping services as a means of providing outstanding tax strategic advice and planning for our clients, many of whom are in the industry of real estate.

Responsibilities

- Support your Principal in client document organization, follow up and outreach
- Preparation of tax returns for:
 - Individuals (1040)
 - S-corps (1120S)
 - C-Corp (1120)
 - Partnerships (1065)

- Preparation of year-end tax planning meetings including scheduling, client summary and document management
- Monthly/Quarterly bookkeeping for clients including transaction coding and bank reconciliations, as well as reviewing/correcting transactions coded by a third-party service
- Coordinating info request emails to clients (for bank statements, credit card statements, etc.) and keeping track/resolving open points
- Annual bookkeeping/cleanup for clients including YE journal entries
- Fixed Assets/Depreciation schedules and maintenance
- Annual accounting including workpaper prep (such as payroll reconciliations, etc.)
- Light payroll coordination and assistance (we use third party payroll services always, nothing in house) such as pulling payroll reports, payroll tax notices research, etc.
- Annual 1099/1096 preparation

Qualifications

- CPA or CPA Candidate preferred
- 3-5 years of experience in public accounting and bookkeeping preferred
- Working knowledge of local, state and federal tax compliance and regulatory standards (GAAP)
- Proficiency in tax preparation for Individuals, S-Corps, C Corps and Partnerships
- Proficiency in customizing chart of accounts, bank reconciliations, bill pay and payroll
- QuickBooks Online ProAdvisor
- Knowledge of Intuit Pro Connect
- Knowledge of Intuit Practice Management
- Strong organizational and communication skills
- Strong organization, analytical and research skills
- Ability to multi-task in a deadline-driven environment
- Maintains confidentiality and able to make critical decisions
- Maintains a CPA license – or is in the process of obtaining CPA license in the state of New Jersey

Reporting Mechanism / Culture

The Tax Senior Accountant will support the efforts of the senior management team to deliver the highest quality of services to the clients of the firm. The Tax Senior Accountant will provide updates to Senior Managers and Partners on a mutually agreed upon basis, on the following metrics:

- Retention of clients and staff
- Clients and staff feel supported and well-developed, including training and retention
- Ability to assist with the management of billing in a timely manner
- Ability to produce & manage deliverables in a satisfactory / timely manner
- Adheres to new tax laws and accounting rules, including State Board and IRS
- Manages staff workload to ensure optimal levels of productivity & profitability

- Senior Managers / Partners are kept informed of significant staffing and client issues/status
- Aligned with the firm's mission and goals

BENEFITS:

- 100% Remote Work Environment
- Competitive Compensation
- Medical, Dental and Vision Insurance contributions
- 4% 401(k) match
- Unlimited PTO
- Flexible Schedule

SALARY:

- Commensurate with experience – range from \$50 - \$70k