



## **Tax Manager**

Barton, Walter & Krier, P.C. is a full-service CPA firm with the talent and expertise to offer an array of tax, accounting, audit, and consulting services -- all prepared in accordance with professional standards. We are committed to developing strong customer relationships so that we can better understand our clients and assist them with year-round planning. We listen to our clients' needs and strive to exceed expectations.

At Barton, Walter & Krier, P.C., we offer a flexible and dynamic work environment that is both supportive and engaging. We foster a culture of innovative thinkers and are proud to support you in your professional goals. If you are passionate about helping clients succeed at a collaborative, innovative and experienced firm, BWK is the place for you.

We are conveniently located in the northwestern suburbs; servicing businesses state-wide.

**Title:** Tax Manager

### **Major Tasks, Responsibilities & Key Accountabilities**

- Perform tax quality control review of medium to advanced level business and individual tax returns to ensure completeness and accuracy
- Successfully research complex tax issues, applying findings to projects and clearly communicate those findings in writing
- Keeps current on tax laws, accounting standards, and related education
- Assist in the training, development, management, retention, and recruitment of professional staff
- Understand client service relationships and how to utilize firm resources to provide unmatched client service to existing clients.
- Monitors and communicates with partners on the progress and timely completion of projects
- Prepares other reports, projects, and duties as assigned
- Achieves department goals for chargeable and total hours, utilizes available staff, manages delegation and hours distribution
- Communicate with team lead for timely and cost effective completion of projects
- Makes recommendations to improve firm operations
- Collaborate with senior leadership on growth opportunities with existing clients and prospects

**Skills and Competencies**

- Exhibit effective communication and listening skills
- Ability to proficiently use technology tools in regular assignments and demonstrate commitment to improving work processes through use of technology
- Excellent delegation and time management skills
- Focus and dedication to client service fulfillment at the highest level
- Comprehensive tax and accounting knowledge
- Ability to work effectively under pressure and against client deadlines

**Qualifications**

- Bachelor's degree in Accounting, Finance or related degree, Master degree preferred
- Relevant experience, with EA or CPA certification preferred.
- Minimum of 5 years of experience working in public accounting with an emphasis on taxation.