

NEW OPPORTUNITY

Senior Tax Manager

EXECUTIVE SEARCH



The **Senior Tax Manager** has the leadership role in this firm's recently acquired office serving the dynamic Middle Georgia region. This is an excellent opportunity to advance your accounting career with a successful firm that highly values both its clients and its personnel. Applications and nominations are invited.

The Firm

CB Smith & Associates, PC is a growth-oriented, multi-office CPA firm based in Georgia. We endeavor to be a valuable partner to our clients and take a personal interest in helping them achieve their financial goals and aspirations. We are committed to consistently providing a superior level of service through continuing education and a commitment to quality.

We believe our growth is driven through satisfying the growing needs of our clients and providing continuing career opportunities to our staff. We recognize that in order to retain professional, high-quality, productive, and satisfied personnel we must give them the opportunity for a better quality of life. We are committed to providing an environment in which personnel can professionally grow and profit. We will always strive for the respect and recognition from the community and profession for our commitment to quality of service, professionalism, and integrity.

If these are the values you are looking for in a firm then we are interested in speaking with you about our open position.

The Position

The Senior Tax Manager performs a wide variety of diversified, complex, tax-related tasks and supervises and mentors other tax department personnel. The manager reports to and takes direction from the firm's tax partner. *(more)*

Learn more about CB Smith & Associates at www.cbsmithcpa.com



Chris Smith, CPA, CGMA

Owner,
CB Smith & Associates

With 30 years of financial experience, Chris Smith is passionate about his work. Since founding CB Smith & Associates in 2003, he has led the accounting firm's growth from one to three office locations in Georgia. It now has 35 employees, including a solid team of certified public accountants and other tax professionals.

CB Smith & Associates is a business advisory and full-service accounting firm that works in tandem with its sister company, Reliance Payroll LLC, a full-service payroll and human resources outsourcing firm.

Prior to starting his own firm, Chris was a corporate controller. He earned a degree in accounting from Georgia State University's J. Mack Robinson College of Business and is active in local community groups, such as the Rotary Club and numerous CPA groups.


Essential Functions

- Reviews personal and business tax returns, and prepares the most complex returns.
- Approves all returns except for those dealing with specialized issues.
- Acts as a resource for tax staff and senior accountants.
- Performs more complex tax research.
- Reviews research projects.
- Supervises and reviews the preparation of tax projections prepared by tax staff and prepares tax projections for more complex client situations.
- Is involved in tax planning for less complex client situations.
- Assists accounting staff members in client meetings.
- Develops a general understanding of firm philosophy and tax opinions.
- Reviews tax accruals and associated working papers.
- Keeps all personnel in the firm informed of changes and developments in the taxation area.
- Analyzes IRS notices and drafts responses.
- Reviews IRS notice responses prepared by other tax personnel.
- Represents clients before the IRS.
- Participates in tax department administrative projects.
- Supervises and uses all assigned personnel.
- Obtains tax personnel from outside or by transfer from accounting staff.
- Reviews productivity and periodically evaluates and reports to the shareholder.
- Works with shareholder to establish standards for the tax staff and evaluates and counsels tax staff members.

- Assumes the responsibility for the preparation and filing of monthly, quarterly, and annual sales and use, payroll, and property tax returns for clients.
- Assumes the responsibility for the smooth flow of tax returns.
- Acts as manager-in-charge for a variety of clients and as key manager for a variety of engagements.
- Bills clients and discusses fees with clients.
- Contributes to the client service team by producing quality work with quick turnaround and attentive service.
- Establishes good working relationships with shareholder, peers, and staff members.
- Demonstrates initiative, creativity, and imagination.

Other Functions

- Exhibits time management and organization skills.
- Assists with recruitment and training of other tax department personnel.
- Develops entrepreneurial approach to client service and good working relationships with client personnel.
- Maintains contacts with peers, develops network of business contacts, meets with prospective clients, and cultivates referrals.
- Accepts volunteer positions in community organizations.
- Demonstrates industry expertise.
- Writes articles and makes presentations.
- Develops a broad general knowledge of economic, political, and business conditions.
- Continually develops new clients.
- Performs such other duties as may be assigned.



MACON-BIBB COUNTY, GA, is just 70 miles south of Atlanta. With 230,000 residents in the metropolitan area, it is the business hub of Middle Georgia.

Required Qualifications

Education and License

- Bachelor's degree in accounting or other related program
- An advanced degree (master's in taxation *preferred*)
- An active certified public accountant's license
- Completion of career development programs designed to enhance management, communication, and personal skills

Experience

- 6+ years of tax accounting experience within a public accounting firm
- Significant supervisory experience (2+ years), including experience in reviewing staff
- Highly-effective people manager with ability to develop a cohesive team through coaching and mentoring
- Proven to embrace a collaborative approach while developing the organization's capabilities

Knowledge and Skills

- Attention to detail, thoroughness, and highly organized
- Motivated to move upwards within the company
- Strong computer skills utilizing Microsoft Office Suite, SharePoint, QuickBooks, Accounting CS, and UltraTax.
- Tax provision and FIN 48 analysis *preferred*

Application and Nomination Process

Confidential inquiries are welcomed, and nominations are invited.

1. Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current resume
 - c) At least three references with full contact information including e-mails (References will not be contacted without consent from applicant.)Additional information will be requested upon receipt of application.
2. Submit application packet to CBSmith@myersmcrac.com (preferably as PDFs). Applications will be reviewed upon receipt and will be accepted until the position is filled.

Submit nominations to CBSmith-nominate@myersmcrac.com with complete contact and e-mail information for the individual being nominated.

Emily Parker Myers, CEO, and **Jennifer Barfield**, Senior Vice President and Consultant, of **Myers McRae Executive Search** are conducting this search.

Have a confidential conversation with **Emily Myers** at emilymyers@myersmcrac.com or (478) 747-6432.



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