

Senior Tax Manager

EXECUTIVE SEARCH



The **Senior Tax Manager** is an exceptional opportunity to advance your CPA career. You will be in charge of your own office, build your own team, and receive outstanding benefits and compensation package while benefitting from the support and structure of a large, well-respected firm. This senior leadership role is in the firm's recently acquired Macon office that serves the Middle Georgia region and has great potential for growth.

CB Smith & Associates, PC is a growth-oriented, full-service Certified Public Accountants and Advisors firm licensed in Georgia. The firm endeavors to be a valuable partner to its clients and takes a personal interest in helping them achieve their financial goals and aspirations. It is committed to consistently providing a superior level of service through continuing education and a commitment to quality.

The growth at CB Smith & Associates is driven through satisfying the expanding needs of its clients and providing continuing career opportunities and incentive compensation to its employees. The firm recognizes that to retain professional, high-quality, productive, and satisfied personnel, it must give them opportunities for a better quality of life. The firm is committed to providing an environment in which personnel can grow and profit professionally.

CB Smith & Associates has offices in Cumming, Eatonton, and Macon, GA. The Macon office is the newest location and serves the businesses and individuals in Middle Georgia. The firm is actively seeking to relocate the office from downtown to the North Macon area.

If this employment opportunity reflects your work values and aligns with your career plans, we are interested in speaking confidentially with you about this leadership position. *(more)*

Outstanding Benefits

- Medical insurance
- Dental insurance
- Life insurance
- Long-term disability insurance
- Paid time off
- Retirement plans
- Contributions to additional benefits

Excellent Compensation

- Pay range increase
- Opportunities for regular bonuses
- Financial incentives for business development
- 401K contributions
- Potential to earn equity in the firm

Exceptional Work Features

- Build the staff
- Manage and delegate work
- Flexible schedule
- Professional development assistance
- Re-location moving compensation

The Senior Tax Manager

The Senior Tax Manager performs a wide variety of diversified, complex, tax-related tasks and supervises and mentors other tax department personnel.

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.
- Obtains tax personnel from outside or by transfer from accounting staff.
- Reviews productivity and periodically evaluates and reports to the shareholder.
- Supervises and uses all assigned personnel.

- 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. Rich in history and music, the city is known for its large-city amenities and small-town friendliness. Along with numerous museums and performance centers, the city draws tourists from around the world to celebrate the blooming of its Yoshino Cherry trees. With three major hospitals, the city is one of Georgia's major medical service centers. Macon-Bibb County has four public and private colleges and universities and a vibrant college community.

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

- Exceptional interpersonal communication skills
- Strong business development skills
- Ability to handle multiple priorities
- Ability to prioritize and delegate work effectively
- Critical evaluation skills in judging when to become hands-on with work to complete
- 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.



515 Mulberry Street, Suite 200, Macon, Georgia 31201
(478) 330-6222 | myersmcrac.com