



MOORE STEPHENS TILLER LLC
CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

Tax Manager

Managers must exhibit technical proficiency and the ability to supervise and complete engagements, possess a thorough knowledge of the Firm's quality policies and procedures and serve as intermediaries between partners, clients, and senior or staff accountants.

Responsibilities include:

- Coordination and communication with clients, client personnel and staff to obtain information essential to delivering quality tax services
- Management of the preparation of individual, corporate, partnership, fiduciary, tax-exempt and other types of tax returns and preparation of income tax projections.
- Possess a working knowledge of firm technology, including the use of applications for engagement management, depreciation, research, document storage, time and billing, and Microsoft Office's Outlook, Word, and Excel
- Serving as a technical resource and able to research projects
- Providing leadership and training to senior and other staff accountants

Working Conditions or Expectations include:

- Involves work in Firm's office or on the client's premises. Overnight travel for client service is expected to be minimal or nonexistent
- Expected to achieve minimum billable hours in the 1,200 to 1,500 range depending on administrative assignments and work schedule
- Managers are supervised primarily by partners

Requirements or Qualifications include:

- Minimum of 5 years of recent public accounting experience
- BS/BA degree in Accounting OR a Graduate degree in Audit/Accounting
- CPA Required and Ability to be Licensed in State of Georgia
- Must be able to work in United States
- Strong analytical and report writing skills
- Ability to mentor and train others

Our compensation is competitive and is based on qualifications and experience. In addition to a pleasant work environment, we provide comprehensive benefit packages and continuous training.

Send resume via email to careers@mstiller.com with **TAX MANAGER** and **OFFICE LOCATION** on the subject line.

Moore Stephens is an Equal Opportunity Employer.
The Firm's management has the right to revise this job description at any time and is not intended as a contract for employment.