



[www.teamcpa.net](http://www.teamcpa.net)

## TAX PREPARATION MANAGER

**SUMMARY:** Energetic and growing CPA firm is looking for a **Manager of Tax Preparation (CPA)** to add to our amazing team. In this position, you will assist our clients and team members by providing professional support in areas of individual and small business taxation. You will be the “go to” person for technical issues both internally with team members and externally with clients.

### RESPONSIBILITIES/DUTIES:

- Plans, manages, and delivers quality service, on time
- Responds to clients and motivates them to act on our recommendations
- Maintains a solid working knowledge of firm wide methods and processes
- Continually builds and nurtures internal and external networks
- Shares knowledge with team members, conducts learning plans for technical topics
- Assumes responsibility for completion of tax returns and client engagements
- Leads the management of tax deadlines in coordination with the entire team

### ABILITIES:

- Proficient in the preparation, delegation and review of tax engagements
- Experience with individual, partnership, fiduciary and other tax return preparations
- Ability to maintain day-to-day client relationships
- Familiarity with technical research tools and the ability to document results
- Must have excellent verbal and written communication skills
- Proficiency in Microsoft Word, Outlook, and Excel
- Experience with QuickBooks, QBO and other tax and accounting software
- Technological ability is a must
- Certified Public Accountant preferred with five to ten years' experience in public accounting

**Coming Soon: Our Listing on Indeed.com** JACPA Contact: [tom@teamcpa.net](mailto:tom@teamcpa.net)

### About Us

We are a paperless company using state-of-the-art technology. This position has some ability for remote work. Janney & Associates, CPAs, PC is a tax, accounting and financial advising firm located in Smithville, Tennessee. We work with individuals and small businesses to develop a deep understanding of their goals and implement tax and advisory solutions that fit their needs.