

## Tax Manager Job Description

### Basics

- ▲ Must be an active CPA or EA with 5 years or more of complex tax experience (business consulting a plus) working in a public accounting firm environment with tax return signature authority.
- ▲ Must have at least a Bachelor's degree.
- ▲ \$90,000 to \$105,000 total compensation.
- ▲ Bonuses, based on billables and efficiency (including qualitative intangibles). Bonuses, if offered, are considered in addition to total compensation.

### Job Duties

You will be working directly with other Tax Managers and be a direct report to a Partner. Your duties include-

- ▲ Being considered an expert in one or more of the Firm's core competencies or professional pursuits,
- ▲ Calculating salary and tax projections, and entering shareholder payroll, and reviewing salary and tax projections with clients,
- ▲ Preparing complex tax returns and tracking down missing information,
- ▲ Reviewing tax returns for Partners and Senior Tax Managers,
- ▲ Reviewing tax returns with clients, signing tax returns on a per client basis as directed by a Senior Tax Manager, and representing the firm and the public accounting community with integrity,
- ▲ Resolving tax notices and other issues,
- ▲ Researching complex or unusual tax questions, and drafting memos and conclusions,
- ▲ Answering client phone calls and emails,
- ▲ Training and leading fellow employees, and managing others,
- ▲ Providing insight and helping guide the firm towards success,
- ▲ Helping to keep the workflow moving,
- ▲ Performing office chores such as emptying dishwasher and basic tidying up (we have daily janitorial service too), and
- ▲ Other tasks related to accounting, taxes and consultation.

All salaried positions must work 2,000 hours annually. Refer to the WCG Employee Handbook for more information about this requirement.

## Requirements for Promotion to Senior Tax Manager

- ▲ Refer to Senior Tax Manager job description.
- ▲ Must have global proficiency in all core competencies of the Firm, and be considered an expert in at least two.
- ▲ Prefer employee to be employed with WCG for 24 months, and as a Tax Manager for 12 months.
- ▲ Must have a 10% error rate\* or less on payroll spreadsheets, tax projection worksheets, prepared tax returns and reviewed tax returns.

\* Error rate is defined as any error or a departure from Firm policies and procedures on payroll spreadsheets, tax projection worksheets, prepared tax returns and reviewed tax returns that materially alters the results. This is a binary assessment where each work product will be either deemed free of errors or containing at least one error.

## How to Apply

Please visit our website for current openings, company-paid benefits, a description of who we are and the “how do I get this cool gig?” series of steps-

[wcginc.com/jobs](http://wcginc.com/jobs)