



NEITZEL, LUKE &
SALOPEK, INC.

Manager – Tax

Job Summary

Our Firm is seeking an experienced professional to perform tax return review, tax planning, and tax research. Candidates must be capable of managing a diverse clientele of individual, trust, non-profit, and corporate entities. This position will report directly to the Firm's ownership.

Responsibilities & Duties

- Federal, state, and local tax return review for individuals, trusts, and various business entities
- Oversee tax projections and planning projects, customized to meet clients' specific needs
- Conduct tax research and document findings to support the client's position on various tax-related matters
- Analyze tax returns to ensure accuracy and completeness
- Support and train staff and senior accountants on tax compliance practices and firm policies and procedures
- Propose adjusting entries to clients
- Perform additional assignments, as needed
- Provide timely feedback to Firm's ownership related to staff development

Education & Experience

- Bachelor's degree in accounting or finance concentration preferred
- 5+ years public accounting experience required
- CPA strongly preferred

Skills

- Ability to communicate clearly and effectively with both internal and external customers
- Use resources efficiently to produce results, including conducting tax research to maximize tax planning opportunities for clients
- Advanced knowledge of federal, state, and local tax codes
- Ability to act as primary client contact on assigned engagements
- Excellent organizational and time management skills
- Ability to meet internal and external deadlines while working in a fast-paced environment
- Identify opportunities to increase efficiency in each respective engagement
- Able to work independently with minimal supervision

Full-time, Benefits, On-site

Please email resume to mike@nlacpas.com

Neitzel, Luke & Salopek, Inc. provides equal employment opportunities to all individuals.

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