

Tax Manager – Sales and Use Tax

Description

The Sales and Use Tax Manager's primary responsibilities are to manage projects and staff to identify Sales and Use tax savings opportunities for multi-state and multi-industry clients. The incumbent will be tasked with completing sales tax refunds, audit defense projects, and sales tax consulting projects while maintaining positive relationships with clients, taxing authorities, and Invoke team members. Some travel required (up to 30%).

Responsibilities

- Manage project workflow and team
- Finalize staff's audit/refund tax decisions
- Organize and create databases of client data for tax savings opportunities
- Mentoring/developing staff
- Managing staff workload
- Finalize Tax filings, such as petitions for redetermination, refund claims, and various other administrative replies
- Responds to client inquiries and prepares documentation requests from state agencies
- Travels to client locations as needed
- Final review of tax decisions on invoices
- Completion of sales tax research for client issues in different states
- Manage Staff time allocations on sales tax projects
- Delegation of project work to seniors/staff
- Manage project issues/concerns
- Mentoring, training, and/or developing staff
- Manager will have final review of audit/refund schedules and other documents prepared by Senior Consultant
- Responsible for completing all assigned tasks and meeting deadlines

Qualifications

- Bachelor's Degree in Accounting/Finance required
- At least 5 years of experience in Sales Tax Consulting positions
- Proficient in *Microsoft Access*
- Demonstrates knowledge of basic tax research
- Experience in conducting tax audits and reverse tax audits
- Ability to analyze raw data to reconcile trial balances and sales and use tax returns

Hiring organization

Invoke Tax Partners

Employment Type

Full-time

Job Location

Dallas/Fort Worth

Date posted

August 19, 2024