

# TAX MANAGER

## *Zona Metro*

### **Job Description:**

- Deliver a full range of tax services in compliance with laws and regulations within timeframe
- Build relationships and interact with clients to provide excellent planning, consulting, and expertise
- Provide innovative tax planning and review complex income tax returns
- Identify and mitigate tax risks
- Coordinate accounting staff and assess their performance
- Manage tax provision and tax compliance process
- Improve processes by developing or implementing best practices
- Manage and coordinate tax audits
- Maintain tax balances on general ledger
- **Prepare all tax papers in regular basis and handle all information data requests**

### **Requirements**

- Proven work experience as a tax manager
- Excellent knowledge of tax accounting, tax compliance and all types of tax returns
- Knowledge of tax software and MS Office
- Good at meeting deadlines and solving problems
- Exceptional client service along with the ability to develop excellent client relationships
- Strong leadership and personnel management skills
- Analytical skills with detail orientation
- Fully Bilingual
- CPA License

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