

## **JOB DESCRIPTION**

**Position Title:** Director, Tax & Accounting  
**Reports to:** Principal  
**Department:** Tax  
**FLSA:** Exempt  
**Prepared by / Date:** Z. Ciffoni, 07/29/2019  
**Approved by / Date:**

### **Position Summary:**

The primary responsibilities of the Director, Tax & Accounting position are to lead a profitable practice overseeing complex client assignments and projects for several clients in a wide variety of industries, building the business and leading a team, ensuring the team delivers exceptional client service and compliance know-how. The Director role may perform as 'acting principal' at times, supporting the business development and growth initiatives of the practice. The Director role is also responsible for retaining talented people through strong leadership and coaching/mentoring relationships.

### **Essential Duties and Responsibilities:**

- Leads and directs a team to ensure assignment quality standards are met in the various phases of engagements; defines assignment performance expectations and structures team to meet these expectations.
- Anticipates and identifies complex assignment issues and works together closely with the assignment partner and team members to resolve these issues.
- Scopes, plans and directs assignments for maximum profitability, and ensures that the required resources are in place to meet assignment objectives.
- Leverages resources to achieve maximum profitability, oversees effective utilization rate and monitors the progress of assignment team in the achievement of utilization rates, and is aware of client targets and proposal initiatives across the firm and ensures the success of the sales/proposal process
- Oversees performance expectations achieving total billable, chargeable hour goals as well as business and people development goals.
- Develops and delivers excellent working relationships with clients to enhance customer satisfaction.
- Develops, drives and participates in initiatives to recruit talented people.
- Develops strong relationships with key stakeholders within the firm.
- Attends professional development and training sessions on a regular basis and stays informed regarding tax changes and issues that could affect clients.
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Able to build long term relationships with clients, leverages from trust, respect, and industry knowledge to develop a “partnering relationship” with the client helping identify innovative solutions and ideas; confident and credible in working with clients.
- Thorough understanding of the prevailing business environment, industry and business processes, and thorough knowledge and application of relevant professional standards, emerging laws and regulations, corporate governance requirements and how these impact the client; leverages commercial acumen to grow revenue from accounts.
- Able to develop a strategic view of the client businesses, tools, systems and processes available, and is able to utilize resources to apply them, ensuring that the most appropriate systems and processes are applied
- Excellent consulting and negotiation skills, ability to persuade clients with integrity and effective communication, ensuring clients have the information they need to make decisions in the sales process
- Exceptional planning and organizational skills and ability to establish workload priorities and to manage multiple assignments in a fast-paced environment
- Strong understanding of the firm’s structure, the people, and the services provided as well as the firm’s clients, and understanding of client expectations and translating expectations into practical, implementable assignment/project objectives.
- Able to build long term relationships with clients; gains trust and respect based on demonstrated understanding of their business and is able to help achieve improvement goals.
- Able to work additional hours as needed and travel to various client sites as may be required

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's or Master degree in Accounting and,
- Twelve (12)+ years of progressive public accounting experience in tax
- Licensed CPA

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ACKNOWLEDGEMENT:**

I have read and acknowledge receipt of a copy of my job description.

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**Signature**

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**Date**

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**Printed Name**