

Job title	<i>Tax Services Manager</i>
Reports to	<i>Tax Services Group</i>
Location	<i>Allen, TX</i>

Job Summary In this position you will be managing a team of preparers focused on a specific set of clients while reviewing and preparing Premium and Municipal tax returns for insurance companies.

Duties and Responsibilities

- Manage and direct a team of tax preparers
- Training of new employees
- Employee evaluation, continuing training, and scheduling
- Preparing industry specific state and local tax returns for clients
- Review tax returns for errors and necessary changes to comply with tax laws
- Perform adjustments and corrections at the request of the client
- Provide excellent telephone and email support by providing accurate and helpful information to clients
- Review other documentation and materials for accuracy, legibility and reasonableness and provide suggestions for improvement
- Able to perform duties and meet multiple deadlines
- Contact state and local taxing authorities
- Research of industry specific state and local tax return instructions and tax statutes

Qualifications

Education

- Bachelor's degree in Accounting, Finance, or Business preferred

Experience

- At least 7 years' experience in the Insurance Premium Tax industry
- Management or supervisory experience preferred

Technical Skills

- Knowledge of Microsoft Office application a plus
- Knowledge of tax principles or experience working with financial applications a plus

Character Attributes

- Excellent communication skills
- Strong work ethic
- Detail oriented
- Strong organizational skills
- Dependable
- Ability to work quickly
- Flexible and able to adapt quickly

Conditions of Employment

- Background Check
- Drug Test
- Full-Time/Days

Please submit your resume along with an application [here](#).