



BUMPERS & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

Position Description: Tax & Accounting Manager

Position Function: Provides exceptional service to clients through tax preparation, financial statement compilation & review, audit and other related public accounting projects at a level that demonstrates competence and advanced understanding of assignments. Supports and embodies the firm's mission and objectives, through various areas of responsibility, including engagement review, tax & accounting research, client services & consulting, employee training/mentoring and practice development.

Primary Duties

- Effectively communicates with clients, staff, and partners
- Mentors, develops and trains staff and senior accountants and acts as a resource for assistance with/instruction on accounting projects/tax preparation
- Works efficiently and effectively to balance high quality client service, staff management, and an appropriate quantity of billable hours for the firm
- Manages a varied workload and a diverse book of clients
- Completes projects and tasks on time and within budget
- Prepares more complex individual, corporate, partnership, non-profit and trust returns, and engages in tax planning activities year-round to support those clients
- Oversees and reviews tax planning, preparation, audit, review, compilation, bookkeeping and other engagements prepared by staff accountants and/or bookkeepers
- Builds relationships with existing and potential clients
- Completes firm and license required CPE, and strives to stay on the forefront of accounting developments, legislation and practice
- Researches complex tax and accounting issues
- Resolves tax notices received by clients
- Records time and project task details and notes in an accurate and thorough manner
- Continuously looks for new ways to provide the best quality service for clients and makes recommendations to clients and firm partners
- Represents the firm's core values and conducts all firm activities in a professional manner
- Handles increased workloads/schedules during tax season and as needed for projects during the year
- Other duties as assigned

Requirements

Skills: Leadership, Developing Standards, Analyzing Information, Dealing with Complexity, Problem Solving/Creative Thinking, Reporting Research Results and Drawing Conclusions, Attention to Detail, Confidentiality, Excellent Internal and External Communication, Adaptability, Teamwork, Training/Instructing others, Ability to Prioritize and Handle Multiple Projects Simultaneously, Marketing/Networking

Education: Minimum Bachelor's Degree in Accounting, or related degree

Computer Training and Experience: QuickBooks expertise, advanced Microsoft Excel skills, Word and Adobe PDF competency, required, experience with ProSystem fx Engagement and Tax, preferred

Certifications: CPA designation required, additional certifications a plus

Prior Work Experience: minimum 7 years of public accounting tax experience required, 10+ years preferred, previous experience supervising staff or leading a team preferred