



Do you like public accounting, but are ready for a change? Keiter Stephens is seeking a:

Tax Manager for our **Charlottesville, VA** office

Primary responsibilities:

- Responsible for all phases of tax preparation and review for individual and corporate clients. Ensure that appropriate technology, tax, and business growth services are provided to clients.
- Maintain steady contact with clients throughout the business year. This involves a thorough knowledge of the client and all facets of the client's business rather than mere routine attendance to their immediate problems.
- Prepare the engagement letter and any subsequent modifications for approval by a principal. Answer any questions the client may have so that there is a complete understanding as to the nature and terms of an assignment.
- Consult with clients on business formation, operations, succession and dissolution.
- Manage the progress of the work relation to budgeted time, expenses, and scheduled dates of completion. Determine if all phases are carried out properly and in the best sequence to anticipate problem areas and questions that may arise.
- Review staff assignments and make certain they are appropriate. Since this is a continuing duty, managers must be fully familiar with the qualifications of all staff members under their engagement jurisdiction.
- Keep the principal informed of all important developments in the work.
- Meet time constraints and deadlines.
- Supervise and train associates, senior associates, and supervisors.
- Contribute to a positive work environment.
- Contribute to Firm growth through active involvement in civic and business organizations.

Job requirements:

- College graduate with degree in accounting. Hold active CPA license or other appropriate professional designations.
- Ability to work in a deadline-driven yet collegial environment.
- Knowledge of PC accounting software programs. Good technical and analytical skills.
- Five or more years of experience in a public accounting firm or equivalent work experience.