



Position Opening – Tax Manager

OnTarget CPA is seeking an upwardly mobile Tax Manager to join our team. Responsibilities for the Tax Manager include oversight of accounting, tax return preparation, tax planning, and business planning. This individual will supervise staff members, review completed work, and manage client relationships. The Tax Manager will ensure the timeliness, quality and accuracy of all work product and provide exceptional value for clients. This position is an excellent fit for an upwardly mobile accounting professional seeking the skills and opportunity within a rapidly growing firm.

Specific Responsibilities

- Oversee client accounting, tax return preparation and tax planning
- Supervise Staff and Senior Accountants
- Budgeting, forecasting and strategic planning
- Preparation of complex individual and corporate tax returns
- Review prepared Financial Statements
- Review prepared tax returns and other tax filings
- Successfully research complex tax issues
- Initial consultations with potential clients
- Serve as relationship manager for top-tier clients, identify client service opportunities
- Develop additional services and specialties within the firm
- Maintain compliance with federal, state, and local financial requirements by studying existing and new legislation
- Continue ongoing education by participating in webinars, workshops, conferences, etc.
- Achieve required annual CPE credits
- Provide exceptional customer service
- Ensure accuracy and quality control of all work product
- Maintain confidentiality with personal and sensitive data

Qualifications and Competencies

- Bachelor's degree in accounting, business accounting, or finance
- Licensed CPA
- 5-7 years accounting experience
- Prior experience as a Senior Accountant or Tax Manager
- Detail orientated
- Ability to multitask, prioritize, and organize efficiently

ontargetcpa.com



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- Excellent communication and analytical skills
- Commitment to customer service and supportive of OnTarget CPA's core values

Salary and Benefits

- High quality health insurance, dental insurance, and vision
- Auxiliary cancer and critical care health coverage
- Life insurance
- 401K plan with company match
- Bonus opportunities
- Company paid parking
- Paid time off, paid holidays
- Professional incentives, including paid continuing education
- Paid Professional memberships for Indiana CPA Society and AICPA
- Best-in-class technology and software
- Employee incentives, including meals during tax season, and paid staff outings
- Competitive salary, commensurate with experience

About OnTarget CPA

A certified public accounting firm, OnTarget CPA specializes in accounting, taxation, IRS resolution, and consulting needs for individuals and small to medium size companies. As one of the top CPA firms located in the heart of downtown Indianapolis, our focus is on providing exceptional personal service to our clients.

To Apply

Send resume and cover letter to renee@ontargetcpa.com. No phone calls, please. Remote employment will not be considered.