

## Oil & Gas Tax Manager Job Description

Job Title: Tax Manager	Reports to: Tax Partner
<p>Job Summary: The Tax Manager is responsible for the delivery of a full range of tax services for multiple clients in a wide variety of industries. Responsibilities include interacting closely with clients to provide innovative tax planning, consulting, and compliance expertise; providing primary and secondary review of complex tax returns; developing and managing staff; and working closely with partners and staff on client management, practice development, and business development activities.</p>	
<p>Salary Range &amp; Benefits: Commensurate with experience, standard firm benefits</p>	
<p>Hours Required: 40 hrs + OT</p>	

### Major Responsibilities & Duties:

- Adhere to the highest degree of professional standards and strict client confidentiality.
- Collaborates with clients and firm partners to identify engagement objectives and assumes a lead role in coordinating resources to achieve objectives.
- Create engagement budgets, coordinates resources and manages performance to ensure that client (deliverables) and firm objectives are met.
- Identify engagement risks and ensures that appropriate action plan is developed to manage and address such risks.
- Participate actively in client meetings and tax planning efforts.
- Provide innovative tax planning, consulting, and compliance expertise to clients.
- Perform technical tax reviews and approve majority of returns.
- Research tax issues as they arise, prepare memos to support tax positions.
- Assume full responsibility for larger tax returns and delegate as deemed necessary.
- Conduct primary and secondary review of complicated or complex income tax returns.
- Maintain active communication with clients to manage expectations, ensure satisfaction, make sure deadlines are met, and lead efforts effectively.
- Lead tax engagements, including developing existing client relations and prospective client relationship to foster the Firm's business goals.
- Begin to develop one or more areas of technical specializations and start to engage in servicing clients in such areas.
- Develop a project vision and set challenging personal and client service team goals.

- Integrate practice development skills.
- Mentor tax seniors and staff in developing and achieving goals and objectives for performance and professional development.
- Provides feedback of the work of tax seniors and staff.
- Perform other job related duties as necessary.

### **Requirements & Qualifications:**

The successful candidate will possess the following basic qualifications:

- Industry experience in oil & gas.
- Excellent project management, analytical, interpersonal, oral and written communication skills.
- Strong experience in staff and tax management.
- Strong leadership, training, and mentoring skills.
- Ability to thrive in a dynamic team environment
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.
- Highly motivated self starter with ability to multitask and complete assignments within time constraints and deadlines.
- Dedicated to superior client service.
- Strong organizational skills and attention to detail.

The successful candidate will possess the following qualifications:

- Minimum of 5 years of relevant tax experience at a public accounting firm.
- Familiarity with IRS practice and procedure.
- Broad exposure to federal income taxation and knowledge of tax regulations.
- Extensive knowledge in FAS 109 & FIN 48 issues.
- Understanding of State & Foreign taxes.
- Ability to review complex tax planning projects.
- Ability to understand and apply policies from tax quality control documents.
- Industry experience in construction and manufacturing is strongly desired.
- Proficiency in Microsoft Office software programs, including spreadsheet programs (i.e. Excel).
- Prior experience with ProSystem fx Tax and Engagement, CCH, and RIA.

Education and Licenses:

- Bachelor's degree Accounting or related field.
- Advanced degree in tax or law is highly desirable.
- CPA certification (active).