

Accounting & Tax Manager – Have Your Own Group of Small Business Clients

OPPORTUNITY:

- Are you looking for a full-time position that allows a flexible work life balance throughout the year, including during tax season?
- Do you have experience working with small businesses?
- Do you want to make a real difference in the success of your clients?

Let us give you a chance to use your experience. Talk with our clients. Be an integral part of their success.

We are a Raleigh-Durham based full-service accounting firm. We have a history of growth in each of our twenty years of business, and now we are looking for an exceptional person to fill the professional role of Accounting & Tax Manager.

We use a systematic approach to partner with our small business clients who we provide a package of services to including monthly accounting, tax planning and preparation, payroll, Quickbooks™ software support and business advice. In essence, we help small business owners be better organized so they can grow and be more profitable while helping them save on taxes.

Because we are a small practice, we understand small businesses – and our employees play a critical role in our clients' success. Our firm's founder/CEO is an NAEA member and the firm's structure follows the PASBA (Professional Association of Small Business Accountants) model, operating in compliance with the highest industry ethical and best practices.

RESPONSIBILITIES:

- Review monthly financial reports for your group of 60-80 clients and periodically meet with clients in person and via the phone
- Supervise bookkeepers in monthly production
- Prepare tax returns and estimates
- Provide tax planning and advice
- Attend and administer initial strategy sessions with new clients and manage implementations.

QUALIFICATIONS:

- Bachelor's Degree or equivalent (accounting emphasis is helpful, but not required)
- Enrolled Agent (EA) licensure required; at minimum, 3 years of tax preparation experience
- Good working knowledge of financial statements
- Evidence of supervisory ability
- Comfortable working with small business owners
- Enjoys numbers and is technologically savvy with computers; Ultra Tax and Quickbooks experience a plus

We are ready to hire! Are you the right fit? Do you want to make a difference?

Compensation: Salary and Incentives (bonus/commission) DOE

Benefits: Our small office environment in the Raleigh-Durham area is ideal for a candidate seeking a long-term opportunity in the accounting profession. Employee benefits include paid vacation, paid PTO/sick leave, paid holidays, flexible work schedule and flexible benefit spending allowance.

For confidential consideration: please submit your resume as well as a cover letter to introduce yourself, explain why you are seeking this position and share your compensation requirements. Email your resume and cover letter to Leanna@CarolinaATS.com. No calls, please.

