

TAX MANAGER

Leonard J. Miller and Associates is seeking a Tax Manager to join our growing team in downtown Baltimore, MD.

Duties and responsibilities:

- Prepare and review partnership, corporate, individual and personal property tax returns.
- Review tax projections and extension calculations.
- Advise clients on best ways to structure transactions involving their business or personal financial lives.
- Document tax research on pertinent client matters as they arise.
- Review tax research done by other members of the tax department.
- Train and mentor tax return preparers with less experience.
- Manage client deadlines and the workflow for multiple parties, including internal and external clients.
- Communicate with clients in a professional and responsive manner.
- Demonstrate high ethical standards, team coordination, and a positive attitude.
- Continually pursue technical and industry knowledge through participating in CPE and other courses.

Minimum requirements:

- B.S. in Accounting or related degree. A Master's degree in taxation is a plus.
- Current CPA certification.
- Experience preparing and reviewing the following types of tax returns: 1040 (especially for high net worth individuals), 1120, 1120S, 1065, personal property tax returns.
- 10+ years tax experience.
- General computer literacy, including experience using ProSystem fx tax software.
- Experience with multi-state taxation, including franchise taxes.
- Experience preparing and reviewing fiduciary returns is a plus.
- Ability to problem-solve and think both creatively and logically.
- Excellent written and verbal communication skills.

About our firm:

We are a team of experienced professionals specializing in sophisticated auditing, accounting, business consulting, and tax services. We pride ourselves in our creativity and ability to provide proactive advice. Located in downtown Baltimore, we have been serving clients throughout the mid-Atlantic region and beyond for over 35 years.

We offer a great work environment, flexible hours, competitive pay and a generous benefits package.

To apply:

Please send a cover letter and resume to: careers@lenmiller.com

NO PHONE CALLS PLEASE