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## JOB VACANCY NOTICE

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Position: Tax Manager

Department: Accounting

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### **Requirements:**

- Bachelor's degree in Accounting or equivalent from an accredited university.
- Understanding of tax regulations and ability to perform independent tax research.
- Experience in partnership and multi-state taxation; corporation and private foundation tax knowledge or experience a plus.
- Minimum 6 years tax experience in public accounting and/or private industry.
- CPA certification.
- Proficient in MS Word, Excel, and Outlook.
- Excellent written, verbal, and interpersonal skills.

### **Responsibilities:**

- Manages the tax function for the Company and its corporate subsidiaries.
- Manages the tax compliance functions of private foundations.
- Coordinates the tax research, tax planning and tax compliance efforts with the assistance of Tax Counsel, KPMG and Senior Management.
- Tax responsibilities include income tax compliance, general excise taxes, estimated and extension tax payments and Shareholder and Company tax withholdings.
- Supervises tax accountant and/or coordinates tax needs with other accountants.
- Maintains state apportionment factors.
- Resolves and responds to tax notices.
- Coordinates and/or prepares schedules for tax returns.
- Performs similar and incidental duties as required.

Qualified applicants should email your resume and salary requirements to [hr@jamescampbell.com](mailto:hr@jamescampbell.com).