

Position Title: **Tax Manager**

OVERVIEW

Hancock & Dana PC provides an environment where colleagues engage in stimulating and gratifying work, amongst a community of skilled, collaborative professionals. Client’s ambitions are brought to life because we listen, strategize and carefully communicate about their needs in the delivery of personalized services across many disciplines.

H&D is currently seeking a talented **Tax Manager** to join our office in Omaha, Nebraska. In this role we are looking for an innovative, self-starter who appreciates working in a collaborative environment. This position provides the opportunity for an experienced, technical tax professional to be a thought leader in identifying solutions for new and existing clients, while continually building their personal knowledge. Success will be achieved through the integration of technical and problem-solving skills, effective communication and the timely delivery of services, whether of a compliance or consulting nature. Candidates will be exposed to a broad range of industries, while representing the firm as a valued business consultant. No overnight travel required.

Core Competencies

Strategic and forward thinking	Excellent written and oral communication skills
Empowers and inspires others through various projects and engagements	Goal oriented with a drive for greater industry knowledge
Demonstrates a consistent and positive approach, especially during peak busy season	Essential role in counseling and career guidance for the development of team members

Experience and Skills Required

Minimum of 6 years’ experience	Bachelor’s degree in Accounting	Certified Public Accountant license
Strong technical experience while developing a management mindset	Proficient with Microsoft Office (Word, Excel and Outlook), knowledge of Power BI	Meet annual CPE requirement of 40 hours per year

Performance Opportunities:

- Review of moderate and complex income tax returns for individual, corporations, and partnerships
- Coordinate and facilitate the various phases of tax planning and business consulting
- Recommend and participate in implementation of process improvements for the firm
- Integrally involved in employee training on technical topics
- Responsible for overall development and quality work product of team members in their charge
- Manage client relationships including communications, in person meetings, deliverables and billings
- Conduct and review tax and accounting research on projects and engagements
- Resourceful use of advanced Excel tools including Pivot Tables and VLOOKUP’s
- Manage personal and employee workload for adherence to due dates and deadlines
- Mentor employees in the firm
- Recognized as a technical resource for the firm on tax topics
- Ability to grow client relationships while possessing a business development mindset
- Participate in the firm’s community outreach events