JTJONES PLLC
CERTIFIED PUBLIC ACCOUNTANTS

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Tax Manager Position

JTJones is looking for a Tax Manager to help manage client projects and assignments, provide support and guidance to associate staff, and participate in the ongoing growth of our firm. This position will require extensive communication with clients, including the delivery of completed assignments, proactive tax planning, and the fostering of strong professional relationships.

This is a full-time role with hybrid work options available once established in the position.

About the firm: JTJones PLLC is a CPA firm located in Houston, Texas. For more than 35 years, our team of trusted advisors has provided expert tax compliance and advisory services to a growing client base of privately held enterprises, wealthy family groups and success-minded individuals. We believe in the value of relationships and are committed to providing close, personal attention to each of our clients.

Responsibilities:

- Manage a book of clients, being the "responsible person" for client projects and assignments.
- Detail review tax returns prepared by JTJones tax associates.
- Oversee the completion of complex returns prepared by JTJones tax associates.
- Proactively communicate with clients throughout the year to ensure their needs and expectations are met.
- Conduct tax planning and research regarding complex tax reporting and compliance matters.
- Interface with the IRS on behalf of clients to help verify information, resolve IRS notices, represent clients during IRS examinations, and assist with other matters that arise.
- Participate in the training, management, and development of our staff.

Qualifications and Skills:

- Bachelor's degree in accounting, finance, or similar field
- 8+ years of tax experience in public accounting with an active CPA license
- Strong communication and interpersonal skills with the ability to manage staff and clients.
- Ability to attract new clients and expand services for existing clients.
- Possess a drive to grow professionally and be willing to go the "extra mile" as needed to meet client and firm needs.
- Proficiency with Microsoft Office suite and experience with CCH Axcess or similar tax software

Benefits of working with us:

- 100% Health insurance premium coverage for full-time employees
- Safe Harbor 401-K with 4% company match and a ROTH deferral option
- Generous holidays, paid time off, and "flex days"
- Convenient office location in Westchase district with free covered parking
- A culture of learning and personal growth
- Small office – we care deeply for the success and well-being of our staff and can offer flexibility with a "family first" mindset.
- Partner track – JTJones is growing and hopes to add qualified individuals to our team of shareholders in the future.