



## **MANAGER (Tax emphasis)**

### ***Summary***

Bentley, Bratcher & Associates, P.C., a local public accounting firm in the North Houston area, provides tax, assurance, and consulting services for a wide range of clients in multiple industries. Due to the continued growth of the firm we are seeking to add top talent to our team.

We are looking for an experienced Manager with excellent people skills and public accounting experience. Our ideal candidate will be well versed in the Tax function, but will also have exposure to audit and other accounting services. Interest in future ownership based on strong individual performance and results is desirable.

Please send resume to [careers@bentleyassoc.com](mailto:careers@bentleyassoc.com)

### ***What We Offer***

- Work-life balance
- Competitive salary and benefits
- A generous traditional 401(k) plan
- Health insurance plan
- Ability to immediately contribute and impact the firm
- Gain experience in a broad range of industries and services
- Excellent professional growth opportunities within the firm

### ***Position Requirements***

- Critical thinker who will approach the role with an owner's mindset.
- Demonstrated leadership skills developing staff and building teams
- Minimum 3-5 years management experience supervising staff
- Minimum 5 years of recent supervisory experience in a public accounting firm
- Review of federal and state income taxes for individuals, businesses, and exempt organizations
- Build new and existing client relationships and demonstrate knowledge of client business.
- Foster and/or develop new and existing client relationships and provide necessary tax planning, restructuring, or other value added services required by the client.
- Prepare internal memoranda, written correspondence/guidance, private letter rulings and other documents for submission to the IRS or Treasury Department
- Manage multiple clients, budgets and production goals
- Strong accounting and analytical skills
- Strong computer skills: proficiency in Tax software, Excel, Word
- Excellent interpersonal, oral and written communication skills
- Detail oriented & ability to multi-task

### ***Educational Experience***

- Bachelors or Master's degree in accounting
- Must hold current and valid CPA license in the state of Texas.