



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Tax Manager

Summary

The Tax Manager for Harwood International is responsible for the efficient, accurate, complete and timely review of all tax returns for 100+ entities. They must possess strong technical knowledge of federal and state tax planning and compliance, along with, well-developed and applied management and supervisory skills. The tax manager makes decisions on all but the most unusual tax decisions. They are resourceful, take initiative and possess excellent time management and organizational skills. In addition, they demonstrate strong written/oral presentation skills.

Classification

Exempt/ Salaried

Job Code

Essential Functions

Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain Entities List (100+)
 - Federal and State tax reporting requirements
 - Status reporting
- Review Tax packages from CFO of Harwood International accounting departments
 - Evaluate for errors and completeness
 - Evaluate for consistency in reporting
- Submit tax packages to outside tax firms for preparation
- Evaluate tax packages returned from outside tax firms for accuracy and appropriate positioning/proper alignment with other entities
- Assemble tax information for investors
- Issue K-1's
- Address all tax questions
 - Banks
 - Investors
 - CEO
 - EVP – Director of Capital Markets
 - General Counsel
- Review financials for tax reports
- Coordinate and act as point of contact for accountants, law firms, tax and estate matters
- Address all tax audits and/ or tax controversies
- Address all US reporting requirements for non-US based assets and coordinate with non-US reporting
- Provide tax forecasting/planning for CEO and all affiliated entities in line with their strategic vision

- Understanding of the related entities and how they all tie together
- Understand multiple entity reporting
- Provide tax planning
- Manage property tax consultants and outside accountants
- Work closely with Harwood Family office
- Coordinate the timely filing of all family related tax returns
- Coordinate all financial information needed for tax return preparation with Harwood International's accounting staff
- Ensure compliance with Harwood's policies and procedures
- Lead staff and senior accountants to employ methods that will accomplish objectives in a timely manner
- Lead planning meetings with staff and senior accountants to establish budget guidelines and discuss pertinent issues related to client work

Competencies

- Account management
- Budgeting / cost control
- Decision making / judgement
- Productivity
- Planning
- Strategic thinking / management
- Resourcefulness
- Organization
- Interpersonal skills
- Initiative (self-starter)
- Excellent written / verbal communication

Supervisory Responsibility

Yes (Indirect)

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours required.

Required Education & Experience

- Bachelor's Degree in Accounting, Finance or related field
- Certified Public Accountant
- 4-6 years of Public Accounting experience working with multiple clients in a Big 4 or regional CPA firm, or family office with multiple investment holdings
- Real Estate and Partnership tax reporting experience
- Tax planning for various and related taxpayer entities
- A track record of identifying and addressing what needs to be done in a timely manner
- MS Office Suite

Preferred Education & Experience

- Masters in Taxation
- Experience in working with a family office

- Experience with international taxation
- Tax planning experience

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com