



TAX SUPERVISOR JOB DESCRIPTION

MW&A is a boutique CPA firm comprised of talented professionals who work to live, rather than live to work. Don't get us wrong, we absolutely love our clients and we are steadfastly committed to helping them grow and achieve their goals. That's a key reason we are so successful. In fact, our vision is to be large enough to provide clients with expert advice and leading-edge solutions and small enough to provide them with the highest degree of personalized attention and service.

JOB SUMMARY:

The Tax Supervisor reports to the Tax Manager and/or Tax Partner and is responsible for organizing and managing client engagements and projects including the completion of engagement tasks and project components.

RESPONSIBILITIES:

- Acquires strong working knowledge of client's business.
- Builds strong working relationships with clients to gather information, resolve problems and to sell/cross-sell products or services.
- Effectively documents work, identifies and solves issues and draft client reports.
- Identifies, communicates and solves engagement and technical issues as well as communicating engagement progress in a timely and organized manner.
- Assists in identifying business development opportunities and in developing new business proposals, budgets and fee quotes.
- Assists in preparing billings and in collections.
- Supervises, trains and mentors Tax Associates and Tax Seniors.
- Works as an effective team member to successfully complete engagements including:
 - Preparing complex tax returns and tax planning calculations.
 - Reviewing less complex individual and business tax returns.
 - Conducting complex research and drafting tax memos.
 - Assisting in drafting responses to IRS and state agency audits, inquiries and tax notices.
 - Assisting with administrative projects such as the annual revision to checklists and engagement letters.

REQUIRED SKILLS:

- Strong project management, organizational skills and attention to detail.
- Strong analytical, technical and research skills.
- Ability to balance multiple priorities and complete assignments within time constraints and deadlines.
- Strong verbal and written communication skills.
- Ability to quickly adapt to changing client and business dynamics with recommended solutions.



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REQUIRED QUALITIES – The MW&A Way:

- Be kind.
- Be dedicated to providing personalized attention and service.
- Be a proactive and strategic solution provider.
- Be a relationship builder.
- Be a collaborative team player.
- Be trustworthy.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's or Master's degree in Accounting.
- CPA certification and active license (or actively working to obtain certification).
- 6-8 years of work experience in a public accounting firm.
- Proficiency in Microsoft Office software programs, QuickBooks, ProSystem fx Tax, Engagement and GoFileRoom software (or equivalent software).

ABOUT MW&A:

Mann Weitz & Associates is a CPA firm dedicated to meeting the accounting, audit, tax and business advisory needs of privately held companies, professional service firms and high net worth individuals and nonprofit organizations. In fact, we are widely considered one of the premier CPA firms in Chicago for associations, foundations and charitable groups.

At MW&A, we pride ourselves on becoming trusted business advisors to our clients. We do this by providing the expert advice and leading edge solutions you would expect from a larger firm, coupled with an unwavering commitment to providing the prompt and personalized attention only a boutique CPA firm can deliver. We understand that each of our clients is unique and tailor our approach and services accordingly.

HOW TO APPLY:

Interested candidates should email their resume to info@mannweitz.com with Tax Supervisor Job Application in the subject line.