**Vice President of Tax Services**

**Summary**

The Vice President of Tax Services is responsible for the company’s tax planning and overall tax strategy, overseeing the third-party tax provider, and making sure that the company is following applicable tax laws and regulations. This individual will ensure that tax reports have been properly prepared and filed and will work to minimize the company’s tax obligations. Knowledge of partnership taxation is a must for this role. This is a leadership position. As the basis for management, the Vice President of Property Accounting shall implement the 7 Core Values that Crawford Hoying has established to maintain its desired culture. Strong communication skills both face-to-face and in writing are essential, as this individual works across all lines of business within the company and with tax service providers outside the company.

**Job Responsibilities (responsibilities may include but are not limited to the following)**

Leadership

* Manage direct and indirect reports by implementing the 7 Core Values established by Crawford Hoying
* Oversee, train, develop, and provide growth path for the Senior Tax Accountant
* Provide leadership through all stages of employment, including recruitment and hiring, teambuilding, resolving personnel issues, and applying disciplinary procedures
* Prepare annual reviews, set goals, and implement personal development plans
* Motivate team members to participate in classes and training
* Approve schedules, workloads, and paid time off

Tax Services

* Develop tax strategies and monitor reporting and planning to ensure compliance with applicable tax statutes
* Lead short-term and long-term strategic decision-making on partnership taxation matters
* Provide tax guidance and support on issues relating to all areas of the company’s business
* Direct and oversee the company’s tax policies and objectives
* Actively drive tax planning and forecasting efforts to integrate tax planning with overall business objectives
* Ensure accuracy of tax returns to minimize the company’s tax obligations
* Serve as the liaison between the company and outside tax firms
* Lead and collaborate with property and accounting teams on any tax matters
* Review draft tax returns that are prepared by outside firms
* Ensure timely processing of all tax payments
* Address investor tax inquiries
* Review and stay up-to-date on current tax laws and changes that apply to our business
* Manage and represent the company in tax audits and negotiations with tax authorities
* Ensure that appropriate internal controls and processes are in place over tax compliance and planning
* Review fixed asset schedule for compliance with tax guidelines
* Prepare federal, state, and local income tax returns as needed

General

* Ensure compliance with all department and company policies and procedures
* Identify patterns and problem areas and make recommendations to management on areas of improvement
* Maintain a strategic approach to problem-solving and troubleshooting
* Use technology and data analytical skills to enhance and improve the delivery of job responsibilities
* Communicate effectively, both verbally and in writing
* Perform other duties as assigned

**Performance Objectives**

* The 7 Core Values established by Crawford Hoying to maintain its desired culture
* Leadership and accountability
* Timeliness and transactional accuracy
* Face-forward interaction and engagement with other departments
* Strategic approach to problem-solving and troubleshooting
* Proactive engagement in process and quality improvement and efficiency
* Flexibility and effectiveness in managing department personnel

**Preferred Knowledge, Skills, Education, and Experience**

* 10 years of accounting experience – public accounting strongly preferred
* Real estate accounting experience preferred
* Strong knowledge of partnership and corporate tax rules
* Experience working with complex entity structures
* Thorough understanding of tax laws and regulations and how that affects the company
* Knowledge of how to interpret tax laws and apply them to the company’s specific circumstances
* Complete understanding of the tax preparation process
* Ability to resolve complex tax issues
* A proven aptitude for taking ownership of company issues and concerns
* Ability to give clear direction
* Strong analytical, problem-solving, organizational, and multitasking abilities
* Excellent interpersonal and communication skills, both written and verbal
* Results-oriented attitude with a sense of urgency and ability to work under deadline pressure
* Proficiency with Microsoft Office products, including advanced knowledge of Excel
* Strong technical and operational accounting skills; knowledge of U.S. GAAP
* Bachelor’s degree
* CPA designation or MBA strongly preferred

**Work Environment**

The Vice President of Tax Services works at the corporate office and interfaces with external and internal customers on a regular basis. Work hours are typically 8:00 am to 5:00 pm, Monday through Friday. This individual must be available to work additional hours as needed in busy seasons.

**Physical Requirements**

This individual’s physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this role. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

**Reporting Structure**

The Vice President of Tax Services reports to the Senior Vice President of Accounting and works closely with the Chief Financial Officer. The Vice President of Tax Services oversees the Senior Tax Accountant.

**If you are interested in applying for this position,**

**please email your resume to hr@crawfordhoying.com.**