

## POSITION AVAILABLE

**Job Title:** Tax Manager

**Job Duties:** Conduct review of tax returns and resolve all tax issues with clients. Ensure that clients comply with all applicable authorities, while minimizing their tax and reporting burdens. Plan and review budgeting and staffing. Monitor the engagement process and identify out-of-scope activity and communication to clients. Manage client relationships and expectations in accordance with projects. Develop, recommend, and implement methods to maximize client benefits. Provide advice to clients in a timely manner. Supervise Associates and Senior Associates. Schedule and manage workload and review work of subordinates.

**Work Schedule:** 40 hrs/wk, Mon-Fri, (8:30 A.M. to 5:30 P.M.)

**Job Location:** BDO USA, LLP  
330 North Wabash Avenue, Suite 3200,  
Chicago, IL 60611

**Job Requirements:** Master's degree (or foreign equivalent) in Business Administration, Accounting, Finance and Marketing or related plus one (1) year of experience in the job offered, as a Senior Tax Accountant, Staff & Experienced Accountant, Experienced Senior Tax Associate or related. Must have experience with the following: Tax planning, recommendation of tax strategies and tax preparation projects, including budgeting and planning; Using tax compliance process software GoSystems; GAAP; Preparation of Profit/Loss reports; Corporate taxation and partnerships; and Managing tax professionals. Must have CPA certification or sufficient educational/experience requirements (as determined by state Board of Accountancy) to receive CPA or Internal Revenue Service Enrolled Agent ("EA") license or sufficient educational/ experience requirements (as determined by the Internal Revenue Service) to receive EA license within eighteen (18) months of hire or promotion.

### **Qualified Applicants\*:**

\*Opportunity qualifies for Employee Referral Program (with incentives), see attached and/or employee handbook for further details and program incentives.

Please Contact: Tara Brown  
Human Resources  
BDO USA, LLP  
615 South College St., Suite 1200  
Charlotte, NC 28202  
Indicate job title and code "YW-IL" in cover letter

TO WHOM IT MAY CONCERN

I attest, under penalty of perjury, that the above notice was provided as shown. Specifically, the notice was posted in a conspicuous location in our business premises at 330 North Wabash Avenue, Suite 3200, Chicago, IL 60611 in \_\_\_\_\_ (e.g. cafeteria, bulletin board, break room, etc.) from \_\_\_\_\_ through \_\_\_\_\_. As a result of such posting, we received \_\_\_\_\_ response(s).

\_\_\_\_\_  
Name:

Title:

\_\_\_\_\_  
Date: