

Navolio & Tallman LLP celebrates camaraderie, teamwork, flexibility, and excellence and provides unlimited opportunities for individualized growth and development. Our mission is to be our clients' most trusted business advisor by providing outstanding client service, and that starts with cultivating a well-rounded team of high-caliber professionals, each leveraging his or her unique talents and strengths to complement other members of the team and to elevate the team as a whole. It is this philosophy, rooted in our understanding that the firm can only succeed if our people succeed, that has garnered us the recognition by *Accounting Today* as one of the Top 100 Best Accounting Firms to Work For in the U.S.

We are a San Francisco-based boutique CPA practice looking for experienced public accountants for our tax manager position with 5+ years of tax experience who understand the importance of professionalism, technical excellence, and commitment to the highest industry standards. Our partners and managers have many years of experience at the national, regional and local firm levels. We offer a comprehensive range of taxation, advisory, compliance, audit, and accounting services for a wide variety of businesses and their owners and serve a broad spectrum of securities funds, private-equity and venture capital firms, real estate firms, private foundations, and high-net-worth and ultra high-net-worth individuals.

**Work Environment:**

- Dynamic, stimulating, and exciting with constant interaction
- Fast-paced and requires a high degree of urgency in completing tasks and assignments
- Rewarding and challenging with varied work activities and exposure to different clients and services
- Embraces and encourages ongoing change and improvement and empowers staff at all levels to provide feedback and to personally make changes
- Provides opportunities to work with concepts and ideas as well as technical tasks such as investigation, analysis, and problem solving

**Position Responsibilities:**

- Review tax returns while assuming primary responsibility for client engagements, including scheduling, staffing, timing, technical issues and more as needed. Ensure the completion of engagements, including identifying and addressing problem areas with minimal oversight or assistance
- Manage, supervise, and mentor Staff and Senior Accountants, including mentoring in professional development areas, guiding and teaching through technical challenges, and maintaining a positive team atmosphere
- Complete annual performance evaluations for assigned staff and manage ongoing employee performance
- Work with partners on identifying and pursuing new clients
- Promote the firm's overall growth and well-being by assisting with recruiting, contributing to publications, conducting trainings, etc.

- Maintain and grow client relationships through professionalism, responsiveness, and superb client service
- Enhance knowledge and skills in the firm’s industries of focus by attending training courses and seeking out opportunities for improvement and learning
- Other duties and assignments as needed

**Basic Qualifications:**

- Bachelor of Science or Master of Science in Accounting or Taxation
- CPA license
- 5+ years of tax experience, including recent experience at the manager-level
- Availability to work full-time
- Demonstrates leadership, problem solving, and strong verbal and written communication skills
- Ability to set and work with goals, objectives, and deadlines

**Talent Requirements:**

We offer multiple paths to success and are looking for diverse talents to cultivate long-term careers in public accounting with us. We would love to hear from you if either of these profiles describes you (one is not better than the other):

| <b>TALENT PROFILE #1</b>  | <b>TALENT PROFILE #2</b>  |
|---|---|
| <ul style="list-style-type: none"> <li>• Thrives in an entrepreneurial, competitive, and personally-demanding environment</li> <li>• Possesses a strong desire to persuade, influence, and motivate others</li> <li>• Prefers general, broad direction rather than close or controlled supervision</li> <li>• Needs to have the ability to make decisions and authority and control over events and situations</li> <li>• Prefers working with concepts and ideas over technical tasks</li> <li>• Prefers to establish your own performance goals and work guidelines</li> <li>• Seeks freedom, independence, and discretion in scheduling your own time</li> </ul> | <ul style="list-style-type: none"> <li>• Prefers a non-competitive work environment with particular emphasis on team or group performance</li> <li>• Seeks affiliation, to be part of a group, and to identify with a group</li> <li>• Enjoys working on tasks that require exactness, precision, and accuracy with detail</li> <li>• Prefers to work on structured, well-defined tasks and activities under explicit rules and work guidelines</li> <li>• Prefers working with concepts and ideas over technical tasks</li> <li>• Wants to be involved in decisions and important events, but prefers to avoid making decisions which involve ambiguity or possible risk</li> <li>• Possesses a strong desire to persuade, influence, and motivate others</li> </ul> |

If you are interested in contributing your talents to our team, please submit your resume to [careers@ntllp.com](mailto:careers@ntllp.com)