

## ***Property Tax Associate***

CTMI has an immediate opening for a Property Tax Analyst based in our Dallas, TX office. The ideal candidate will have experience in property tax compliance and consulting and meet the criteria listed below.

### **QUALIFICATIONS:**

- Accounting, Finance, or related degree preferred but not required;
- Property tax experience is required;
- Data Entry, Microsoft Word and Excel experience required;
- Strong interpersonal and communication skills;
- Proactive follow-up and attention to detail required;
- Ability to handle multiple tasks/projects simultaneously;
- Demonstrated flexibility and adaptability to changing priorities;
- Ability to function in fast paced environment;
- Ability to prioritize workload to meet critical deadlines & work proactively during off-season periods;

### **PRIMARY RESPONSIBILITIES:**

- Personal property return preparation;
- Assessment confirmation, tax bill review and approval;
- Maintain and update client data in national property tax system;
- Assist in personal property consulting projects;
- Assist in personal property appeal projects.

### **LOCATION**

CTMI's Dallas office is conveniently located at Hillcrest and LBJ.

### **COMPENSATION**

Base Pay: commensurate with experience+ incentive bonus

Benefit package includes medical, dental and 401k

**Qualified candidates should send a resume and cover letter to [staylor@ctmi.com](mailto:staylor@ctmi.com).**

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CTMI, LLC is a Dallas/Fort Worth based consulting firm serving a diverse and nationwide client base for over 25 years. Our mission is to profitably impact our client's bottom line by delivering expense recovery, tax savings and process improvement solutions that leverage superior market intelligence, proven methodologies, ethical business standards and professional level services.

Our practice offers a unique synergy of Expense Recovery and Tax Savings services designed to complement our client's existing accounting and tax departments. Using a refined recovery process, we analyze transaction data and asset records to identify and recover savings opportunities across multiple service lines.