

# Senior Property Tax Analyst

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 recovery savings opportunities across multiple service lines. We offer our services primarily on a contingency fee basis aligning our interests with our clients.

CTMI is recruiting for a Senior Property Tax Analyst. The ideal candidate will have experience in property tax compliance and consulting and meet the criteria listed below to support the Primary Responsibilities:

## **Principal Accountabilities:**

- 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

## **Education and/or Experience:**

- Qualifications: Accounting, Finance, or related degree required.
- 1 to 3 years property tax experience preferred.
- 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 and work proactively during off-season periods.

*Please Be Advised... The position, as outlined above, is subject to change as the needs of CTMI, LLC change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to CTMI, Manager of Human Resources and must be approved in advance before any requests for changes are incorporated in this position.*

Please send resumes to [careers@ctmi.com](mailto:careers@ctmi.com) and put the job title in the subject line of your email.