

SENIOR SALES TAX ACCOUNTANT

CTMI, LLC

EXCITING OPPORTUNITY WITH TREMENDOUS GROWTH POTENTIAL!

We invite you to explore a career with a growing professional services consulting firm specializing in tax saving consulting services. CTMI is currently seeking a dynamic colleague to join our team as Senior Consultant in our Sales Tax Group. This is an excellent opportunity for the right candidate to join an exceptional group of professionals dedicated to exceeding client expectations in the delivery of effective tax savings and advisory services. Come grow with us!

CONSULTANT RESPONSIBILITIES

Client Engagement

- Overall responsibility for assigned recovery audits, working directly with client personnel.
- Develop and maintain positive working relationships with clients, ensuring a high level of customer service. Interact as needed with client in an effective and professional manner to resolve any audit related issues or queries.
- Actively communicate audit updates and findings to clients and CTMI management.
- Travel to client locations to gather invoices, tax returns, and any other documentation as needed. Ability to travel up to 30% as needed.
- Work with Clients, vendors and tax authorities.

Data Analysis

- Review and examine audit data to identify potential items for investigation. Conduct assorted comparisons to discover recovery opportunities.
- Utilize various audit reports and queries to conduct analysis and document findings.
- Work with raw data to complete calculations and analysis.

Research and Confirmation

- Update audit database based on findings and information.
- Review documentation and research tax and/or vendor related issues.

Reporting and Other

- Prepare audit schedules and ad hoc client reporting as needed.
- Prepare status reports for clients.
- Handles tasks in a timely manner and with a high degree of accuracy.
- Handles and safeguards confidential information and sensitive material.
- Performs other duties and assists with other projects as assigned.

REQUIRED SKILLS AND QUALIFICATIONS

- Minimum of 2-5 years sales and use tax experience.
- Accounting or Sales & Use tax background (2-5 yrs) required, preferably with audit or supervisory experience.
- Must be a confident self-starter with strong interpersonal skills and telephone etiquette.
- Possesses solid analytical aptitude, research, and problem-solving skills.
- Ability to organize and prioritize multiple tasks on complex projects, able to meet critical deadlines and seek assistance with prioritization when needed.
- Good work ethic and ability to work independently.
- Professional demeanor, team player and positive attitude, able to adapt to changing priorities.
- Proficiency in Access, MS Word, Excel, PowerPoint and Outlook and strong internet skills.
- Works overtime and travels independently as needed.
- Follows instructions explicitly, knowing when to ask questions to seek clarification.
- Utilizes strong grammar, spelling, and proofreading skills.
- College degree preferred but not mandatory.

LOCATION

CTMI's principal offices are located in Fort Worth, Texas.

COMPENSATION

Base Pay: Salary commensurate with experience
Benefit package includes medical, dental and 401k
CTMI, LLC is an Equal Opportunity Employer

CONTACT INFO:

Send cover letter and resumes to careers@ctmi.com. Special consideration will be given to candidates providing cover letters outlining how their experience and skill set aligns with the job requirements outlined above.