

## **Tax and Accounting Manager**

The Sharpe Group, a dynamic CPA firm in Denville, NJ, is seeking a **Tax and Accounting Manager** to join our growing team. We specialize in serving entrepreneurs and small to mid-sized businesses across a range of industries—clients who rely on us for more than compliance. They look to us for strategic guidance, proactive insights, and high-touch service that truly supports their growth.

This role is ideal for a seasoned professional with at least 15 years of public accounting experience who thrives in a client-facing environment. You'll take the lead on accounting, tax preparation and review, and client advisory - collaborating directly with business owners to help them navigate challenges and achieve their vision. If you're passionate about making a real difference for clients and being a trusted part of their success, we'd love to meet you.

### **RESPONSIBILITIES**

- Manage and develop client relationships; communicate with clients via phone, email, and in person.
- Preparation of multi-state business and individual tax returns.
- Review of business and individual tax returns.
- Respond to clients' tax notices and communicate with tax authorities on behalf of clients.
- Provide proactive tax planning strategies to optimize client tax positions.
- Maintain financial reports, records, and general ledger accounts.
- Assist clients with monthly and year end closing.
- Perform monthly balance sheet reconciliations.
- Ensure accurate adjustments for cash and accrual differences.
- Conduct trend analysis for clients.
- Assist the accounting partner as needed.

### **QUALIFICATIONS**

- Bachelor's degree in accounting or finance required.
- CPA preferred.
- 15 years of public accounting experience at a CPA firm.
- Business tax preparation and review experience required.
- Experience with monthly accounting and closes.
- Advanced knowledge of the CCH suite and QuickBooks Online.
- Travel locally to client offices for in-person meetings.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.

### **PROFESSIONAL STRENGTHS**

- Ability to collaborate directly with clients in monthly meetings and tax planning discussions.
- Attention to detail with a high degree of accuracy.
- Passion for and commitment to client service
- Clear, precise communication skills.
- Ability to manage multiple tasks and meet deadlines under pressure.
- Ability to build strong internal and external relationships.
- Ability to work independently.

Interested candidates, please send cover letter and resume to: [karend@sharpegrouppnj.com](mailto:karend@sharpegrouppnj.com)