

**Rosewood Corporate Administration, Inc.**  
**Job Description**

**Organization:** Rosewood Corporate Administration, Inc. (RCA)  
**Job Title:** Tax Manager  
**Department:** Tax  
**Reports To:** VP of Tax  
**FLSA Status:** Exempt  
**Prepared Date:** October, 2018

**GENERAL PURPOSE OF JOB**

Assists Vice President of Tax and Director of Tax Planning in tax planning and compliance function for all domestic and foreign entities of The Rosewood Corporation and subsidiaries. Reviews federal and state returns for S-Corporation, partnerships, and an Electing Small Business Trust (ESBT) prepared by the outside public accounting firms. Prepares and reviews tax projections and estimates, couple of tax provisions, and financial planning analyses. Assists with tax research projects as needed and special projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reviews federal and state tax returns for The Rosewood Corporation and subsidiaries, which includes
  - Reviewing books and records, making adjustments necessary to compute taxable income and tax due on federal and state returns,
  - Working closely with the RCA Accounting Department to coordinate book and tax treatment of items. Review and analyze financial data relative to tax issues. Manage information flow from accounting to KPMG for tax return preparation, and
  - Preparing and reviewing tax work papers including fixed assets schedules that adequately support tax return calculations.
- Work closely with the KPMG tax outsource team on daily basis. Review work product for reasonableness, accuracy, technical issues and planning opportunities.
- Provide support for various accounting groups related to relevant tax issues or situations.
- Prepares and reviews tax projections, estimates, and tax provisions.
- Responds to inquiries from regulatory agencies. Review all state tax correspondence for appropriate action.
- Researches tax issues as they arise and prepares reports based on the research.
- Reads tax journals and other periodicals to stay current with new developments.
- Other projects and duties as assigned.

**QUALIFICATIONS, EXPERIENCE AND SKILLS**

- Bachelor's and/or Master's degree in Accounting
- CPA certification preferred
- Minimum of five years related tax experience, preferably with S-corporations and partnerships with multi-state activities in the oil and gas, real estate, manufacturing, and service industries.
- Minimum of 1 to 2 years of experience as a Tax Manager required

- Experience with alternative minimum tax, basis, passive activity limitations, and Electing Small Business Trust (ESBT) taxation.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Strong analytical skills and attention to detail.
- Ability to read, analyze, and interpret financial statements, legal documents, and complex technical journals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Soft skills required are the ability to be adaptable, take initiative, have positive attitude, desire to learn and grow, team oriented, and work well in a collaborative environment.
- Experience with personal computer, MS Office, Tax Software, FAS (Fixed Assets System), and 10-key.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is frequently required to sit; use their hands; talk and hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. Tax return preparation and review is very detailed and requires concentration.

Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_