



## **JOB DESCRIPTION - MANAGER, TAX SERVICES – CALGARY OFFICE**

Reports to: Principal and/or Partner

### **About Invictus Accounting Group LLP**

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We are not your typical CPA firm. Located in the heart of downtown Vancouver, Invictus Accounting Group provides consulting, accounting and tax advisory for publicly listed and privately held companies. We are creative problem solvers, strategic thinkers, and love what we do. Our team members gain experience in industry-like roles while benefitting from the variety and professional atmosphere of public practice. Invictus continues to grow and is opening a new office in Calgary (location to be determined).

Striving for balance, Invictus has a work environment where flexibility and family are as important as professionalism and premier service. Diverse and challenging work, and a fun, team-oriented atmosphere are a few of the many reasons we have very low employee turnover.

### **Job Overview**

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As part of Invictus' Tax team, this is an exciting opportunity to provide advisory services for a diverse client base and oversee the preparation recurring tax compliance and gain exposure to a variety of direct and indirect taxes. The Manager, Tax Services (the "Manager") is a senior leader who helps create value by proactively tending to client needs and foreseeing issues and opportunities before they arise. The Manager will be responsible for leading and overseeing Invictus team members in the preparations of Canadian income tax, GST and information returns and contributing on an ad hoc basis to tax research projects.

### **Key Accountabilities and Responsibilities**

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**Management Responsibility:** As one of the leaders of the Tax team, leads and oversees tax compliance engagements, execution and development of tax planning projects, mentorship, and leading communications with client CEOs, CFOs, controllers, and auditors. Exercises exceptional project management skills to ensure all projects are completed on/before the deadline.

**Service Orientation:** Establishes professional relationships with client personnel, building trust in our advisory capacity with them. Is a firm leader in service orientation, ensuring open and effective communication with clients. As part of client engagements, provides value-added, practical and pragmatic recommendations and improvement strategies.

**Quality Assurance:** Uses analytical skills and high attention to detail to ongoing quality review when team members complete tax compliance and advisory projects. Provides feedback to team members to support and encourage high quality standards on all tax engagements.

**Team Management & Development:** Manages work related to tax services at Invictus. Supports all team members with coaching and mentoring in the areas of work quality, judgement and leadership, championing good to better to best practices. The Manager will also facilitate and guide the team-based office culture, promoting open and transparent communication with all team members.

## **Education and Professional Skillset Requirements**

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**Experience:** Minimum four years of progressively responsible experience in tax accounting, in public practice or with a publicly traded company.

**Education:** A professional accounting designation (CPA). In the process of completing the in-depth tax program is preferred. All other finance/accounting designations considered an asset.

**Technical Expertise:** Expertise in tax and accounting principles, and a thorough understanding of filing deadlines. High attention to detail and exceptional analytical skills are required.

**Language:** Ability to communicate clearly and effectively, both orally and in writing, in English. Fluency in French is considered an asset.

**Project Management:** Outstanding project management and people management experience including ability to supervise team members.

**Style:** Enjoys tax consulting. Happy “diving into the Act” to find solutions. Collaborative, team-oriented, high-energy, self-motivated, smart, performance-driven, multi-tasker, confident. A strong commitment to professional and client service excellence. Contributes to a fun, social and successful work environment.

## **Compensation**

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Invictus offers industry-competitive salaries, annual bonus opportunities, paid vacation and sick time, a health savings account, and professional development opportunities. Invictus is dedicated to helping all employees achieve work-life balance, valuing family and flexibility equally with professionalism and premier service.

## **To Apply**

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To apply, please submit your resume to: [careers@invictusaccounting.com](mailto:careers@invictusaccounting.com)