

3211 South Lakewood Ave.
Tulsa, OK 74135-4903
918/628-0500
Fax 918/664-4119

8504 N. 128th E. Ave.
Owasso, OK 74055-6242
918/272-1123
Fax 918/272-1164



CONSULTANTS & CERTIFIED PUBLIC ACCOUNTANTS

TAX MANAGER

Company Description

Stanfield & O'Dell, P.C., is a dynamic and progressive large local consulting and CPA firm located in Tulsa, Oklahoma. Stanfield & O'Dell has earned its reputation as a firm of integrity and excellence through 55 + years of serving clients located throughout the United States and abroad. S&O's pioneering mindset is what distinguishes us from our competitors. In today's *just in-time business environment*, it is unacceptable to simply react to changing trends. Our dedication to daily performance improvement, continuing education, relationship building, and consulting on challenging issues, enables us to deliver the most comprehensive service possible to each of our clients. "Beyond numbers. To solutions." expresses our conviction to provide more than just traditional accounting services.

As our growth continues to accelerate, so do the opportunities for our team members. We are committed to the growth of our team members through their training and career development along with offering a team-oriented philosophy and enjoyable working environment. Our firm's core values of Life Balance, Integrity, Vision, Excellence and Teamwork (LIVET) further illustrate our commitments to our team members and our clients. In addition, Stanfield & O'Dell offers an excellent comprehensive benefits package. If you are looking for advancement or a change of scenery and desire to work for an organization that considers its employees its number one asset, please e-mail your resume along with your specific salary requirements to denise@stanfieldodell.com.

Job Description

- Preparation of high-level technical income tax returns for high-profile/key clients, including businesses and high net worth individuals.
- Preparation and review of federal and state corporate, individual, partnership, trust, and not-for-profit income tax returns, business property renditions, franchise tax returns, and estate tax returns.
- Maintain proficiency in the use of automated research, tax planning and compliance procedures.
- Research various tax issues as needed and prepare research documentation.
- Represent clients in preparing for and coordinating IRS examinations.
- Develop client relationships.
- Assist with training and developing lower staff and identify technical training and development needs.
- Participate actively in the community and identify and pursue business development opportunities.

Job Requirements

- Must have 5+ years experience working in the public accounting field.
- A CPA license is required.
- Effective interpersonal relations, with the ability to make a positive first impression in initial meetings and quickly develop rapport with clients and prospects.
- Ability to work independently, take initiative, and be resourceful and inventive in planning, managing and executing assignments.

- Develop new clients and expand the scope of consulting services with existing clients.
- Involvement in community activities such as Rotary, Chamber of Commerce, etc.
- Proficient in both oral and written communication with the ability to prepare and deliver concise and understandable reports, presentations and research memoranda.
- Solid work ethic with the willingness to do what it takes to get the job done.

Benefits

- Health Insurance (*firm pays 100% for employee only*)
- Dental Insurance (*firms pays 100% for employee only*)
- Life Insurance (*firms pays 100%*)
- Dependent Life Insurance
- Accidental Death and Dismemberment Insurance Coverage
- 401(k) Plan (*with employer match up to 25% of employee's contribution of 10% that vests immediately*)
- CPA Exam Reimbursement
- Section 125 Cafeteria Plan for Medical and Day Care
- Holidays (*8 days per year*)
- Paid Time Off
- Travel Bonus
- Flexible Work Schedule
- Credit Union Privileges