

## POSITION: Tax Manager

### POSITION SUMMARY

Reporting to the Chief Financial Officer (“CFO”), the Tax Manager (“Manager”) manages all corporate tax functions for the real estate portfolio and Chairman of Combined Properties, Incorporated (“CPI”) and its affiliated entities (“Affiliates”, together with the Chairman and CPI, the “Company”). The Manager is responsible for (i) accurately and timely preparing and filing state and federal tax documents, (ii) ensuring the timely payment of tax estimated and tax return payments, (iii) developing tax strategies and polices that help the Company maintain compliance with local, state, and federal tax laws and regulations, (iv) identifying tax related issues and proposing solutions, (v) maintaining all tax related records, (vi) managing tax audits, (vii) engaging, coordinating and overseeing third party tax accountants and advisors, (viii) preparing and updating tax projections for the Chairman, and (ix) staying abreast of state and federal tax legislation impacting the Company, among other accounting and tax related duties.

### QUALIFICATIONS

**Education:** Bachelor’s degree in accounting, business, economics or finance. A master’s degree in accounting or tax or a CPA a plus.

**Experience:** A minimum of five years of progressively more advanced accounting experience with focus on corporate or partnership tax in private company or public accounting firm. Must have knowledge of commercial real estate accounting, entities, and taxation and experience managing tax function either through internal personnel or external third parties.

**Skills:** Must have extensive individual, corporate, and partnership tax knowledge and possess strong accounting, analytical, organizational, interpersonal, and research skills. Excellent written and oral communication required with the ability to utilize project management and accounting best practices to organize and prioritize tasks and the tasks of others to meet required deadlines. Individual should have familiarity with U.S. federal, state and local tax related laws and reporting requirements. Must have the ability to work well independently as well with internal and external personnel at all levels. Demonstrated ability to understand complex tax structures and issues, utilize critical thinking and problem solve are essential.

Strong computer literacy required including proficiency in MS Office Suite (Word, Excel, Outlook) and Quicken/QuickBooks with knowledge of BNA Income Tax, ProSeries or other tax related software a definite plus. The Manager will work with highly sensitive and confidential information relating to the Company’s financial affairs and must accordingly exhibit the highest level of integrity in all of his/her business dealings.