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|  | **Finance, Tax Director** |
| ***ANF Office:*** *130 Cheshire Lane, Suite 150, Minnetonka, MN* |

**About AdvisorNet Financial**

AdvisorNet Financial has been an innovative leader in the financial services industry for over 60 years. We provide the services and support independent financial advisors rely on to operate their firms efficiently and competitively. Over the years we have developed a vast network which allows us to provide our 300+ independent advisors access to the support services and industry partners that advisors in large institutions enjoy without having to be part of a large institution. For more information, please visit us at [www.advisornet.com](http://www.advisornet.com).

You will be a great fit if you enjoy collaborating with people and working with data in a very dynamic, fast-paced environment. Our group requires people to be friendly, outgoing, and to thrive in an environment working on and in the business at the same time.

**overview**

We are looking for a hands-on Finance, Tax Director who will play a vital role in the future growth and positioning of our business. As a trusted partner to the AdvisorNet Financial Partners team, the Finance, Tax Director will develop and implement key tax and accounting initiatives focused on continued health of the tax department and our organization. You will manage and lead the tax area as well as support finance and accounting operations, provide sound business judgement, strategic thinking, and broad financial/business perspective across the organization.

**Responsibilities**

* Direct accounting operations including billing, general ledger, expense management, accounts payable and accounts receivable
* Analyzing company's financial results with respect to profits, trends, costs, and compliance with budgets. Issue regular status and ad hoc reports to senior management
* Build and implement operational procedures to help maintain an efficient and effective process for each tax season
* Oversee the preparation of individual and small business income tax returns (partnerships and corporations), including necessary accounting and preparing, and processing estimates and extensions
* Manage the development of tax policy
* Act as the primary point of contact for tax software
* Participate in income tax research and planning
* Work with Financial Planner and Client Service Administrator and oversee the production of required reports and tax planning recommendations upon request
* Additional research projects as needed
* Develop and document business processes and accounting policies to maintain and strengthen internal controls to minimize risk

**Qualifications**

* CPA or Enrolled Agent
* Experience with tax software is required (3 years experiences preferred)
* Three (3) to five (5) years’ experience in tax or accounting
* Ten plus years of overall accounting and finance experience
* In-depth knowledge of corporate finance and accounting principles, laws, best practice required
* Demonstrated experience in implementing processes & procedures
* Solution-oriented, with the ability to provide options, show astute judgement, and make decisions or recommendations based upon accurate and timely analyses
* Financial industry experience
* People management experience a plus
* Take-charge person who can work well independently, but still be a team player
* Ability to meet tight deadlines and effectively handle stressful situations; and to juggle multiple projects
* Knowledge and application of Business Software including Microsoft Office Suite, CRM Client Database, Ultra Tax, or other tax programs
* Exceptional client service, communication skills and interpersonal abilities with a demonstrated ability to develop and maintain outstanding client relationships
* Ability to manage confidential financial data in a professional manner
* History of increasing levels of responsibility within finance, tax

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*

Job Type: Full-time

Pay: $100,000.00 - $125,000.00 per year