

## Property Tax Manager

### Description

The Property Tax Manager is responsible for providing property tax services to Invoke's real estate clients. The Manager ensures that the following activities occur at the highest levels: business development, providing client service, reporting, invoicing, collections, and ensuring overall client satisfaction. The Manager ensures they are implementing the Statement of Work for each of Invoke clients, and AppealTrack, our internal software tool, is used and maintained by Managers and is responsible for all aspects of property tax analysis and consulting relating to property taxes. The Manager will assist the Directors in overseeing the management of Consultants and Analysts in a positive manner, reviewing the work product and assisting in sales pursuits and client conversations.

### Responsibilities

- Conducts on-site inspection of client properties and operations when necessary
- Presents findings and makes recommendations to clients
- Communicate with assessors and attend hearings as necessary
- Work with tax officials to achieve maximum tax savings for Invoke clients
- Maintain excellent knowledge of all real and personal property tax laws, regulations, and court decisions
- Updates AppealTrack in a timely fashion with appeal recommendations, valuations, tax rates and corresponding documentation while ensuring the Analysts are doing the same
- Develop talent at the Consultant level by providing constructive feedback and solutions
- Promote a positive culture that allows professional growth of our people
- Identify potential key hires
- Researches complex tax issues
- Maintains long-term relationships with all clients with the potential for additional property tax division services or services provided by other divisions
- Understands the qualification criteria of the other service divisions and maintains capability to explain these services to clients
- Continually look for process improvement opportunities
- Interacts with sales representatives to capitalize on client opportunities

### Qualifications

- Bachelor's degree in Accounting, Business Administration, Finance, or related field
- 3+ years' experience in property tax consulting
- Advanced skills in Microsoft Word and Excel
- Excellent verbal and written communication skills
- Maintain appropriate certifications
- Ability to meet travel requirements of the job

### Hiring organization

Invoke Tax Partners

### Employment Type

Full-time

### Job Location

Dallas, TX

### Date posted

October 24, 2023