

**Position:** Property Tax Consultant

**Company Overview:** Tax Advisors Group LLC (“TAG”) specializes in Texas business personal property tax consulting. We are committed to providing the highest standard of customized tax consulting and client service in the industry. Our trademarked TAG It™ method of valuation and tax processing is unique in the industry and sets TAG apart from other firms offering tax consulting services in Texas.

**Job Description:** Tax Advisors Group is seeking an individual to join their consulting team as a property tax consultant to work with the team to identify and provide clients with a wide range of valuation services designed to efficiently and effectively manage their personal property assessments and property taxes. The ideal candidate will have a strong work ethic as well as five or more years of Business Personal Property tax consulting experience.

**Responsibilities:** Executes overall TAG It tax strategy for a book of clients; evaluates client data required to file business personal property renditions; prepares renditions, extensions, and exemption applications; reviews and processes value notices; negotiates valuations with county tax appraisers; prepares requests for information and supporting documentation; attends and presents at Appraisal Review Board hearings; reviews and approve tax bills; update tax data in proprietary TaxAdmin software; prepares Tax Savings Reports for clients; maintains relationships with applicable tax jurisdiction personnel. Other duties as assigned.

**Licensing and knowledge:** Take necessary courses to keep tax consultant license current; obtains necessary knowledge to maintain awareness and understanding of multi-state BPP tax statutes, rules and regulations.

**Leadership development:** Strategizes tax methods (compliance and appeals) for individual clients with Senior VP of Consulting; contributes to operational goals including document management and systemized methods of managing and filing client data and tax work; exhibits leadership qualities, teamwork, building respect and confidence, and implementing the company goals and vision.

**Skills required for position:**

- TX Property Tax Consulting license from TDLR.
- Tax Consulting: 5+ year Multi-state BPP tax consulting experience.
- Strong public speaking and presentation skills;
- Travel as required to attend appeal hearings, property inspections, and client meetings.
- Excel knowledge level of Intermediate to Advanced.

**Qualities required for position:**

- Organizational skills.
- Time management skills.
- Attention to detail.
- Efficient and focused.
- Systematic.
- Eye for orderly visual composition of reports.
- Cheerful and professional telephone skills.
- Spelling, grammar and writing skills.
- Negotiation skills.

- Strategic thinking.Assessor relations.
- Team oriented.
- Flexible.
- Calm under deadline pressure.

Please submit resume with application.