

Tax — Core Competencies

	Tax Associate	Tax Advisor	Tax Consultant	Sr. Tax Consultant
Tax Knowledge				
1.	Has general to detailed knowledge of basic principles of individual & business taxation (1040/1120/1120S/ 1065).	Had detailed knowledge of basic principles of individual and business taxation. Attains specialized knowledge in at least one area of individual or business taxation.	Knows principles of individual and business taxation. Attains specialized knowledge in at least two areas of individual or business taxation.	Thoroughly understands principles of individual and business taxation. Attains specialized knowledge in at least three areas of individual or business taxation.
2.	Knows basic principles of estate, gift and trust taxation.	Has detailed knowledge of basic principles of estate, gift and trust taxation.		
3.	Knows basic principles of New Mexico income and gross receipts taxes.			
4.	Prepares Level 0 and 1 returns within budget as assigned.	Prepares Level 1 and 2 returns within budget as assigned.	Prepares Level 2 returns within budget as assigned.	
5.		Reviews Level 0 returns within budget as assigned.	Reviews Level 0 and 1 returns within budget as assigned.	Reviews all Levels of returns.
6.	Uses basic (REDW Tax Manual, Master Tax Guide) to advanced research tools (RIA, BNA) to answer questions during return prep.	Uses research tools as appropriate to answer questions during tax planning assignments and return prep and review.	Uses research tools as appropriate to achieve desired result in tax planning assignments reviews tax research projects.	Uses research tools as appropriate; reviews tax research projects; initiates research projects as marketing tools.
7.	Understands payroll taxes.			
8.	Understands property taxes, excise taxes applicable to assigned clients.		Thoroughly understands property taxes, excise taxes applicable to assigned clients.	
9.	Prepares supporting work papers for tax planning and consulting engagements w/ guidance as assigned.	Prepares supporting work papers for tax planning and consulting engagements as assigned.	Initiates and reviews tax planning and consulting engagements.	
10.		As asked, helps with examinations by taxing authorities.	Represents clients before the taxing authorities in examinations.	
Certification Requirements				
1.			CPA required.	CPA required.
Tax Skills				
1.	Proficient in Word.			
2.	Proficient in Excel for spread sheet creation and manipulation.			
3.	Familiar with general bookkeeping packages (Peachtree and/or Quickbooks).			

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4.	Competent with Pro/fx at tax return prep level.	Proficient with Pro/fx at tax return prep level.	Proficient with Pro/fx.	
5.	Familiar with AuditVision/linking techniques.	Competent with AuditVision/linking techniques.		
Tax Abilities				
1.	Prepares work papers and schedules that show clear and logical thought processes.			
2.	Forms numbers clearly; has good penmanship.			
3.	Identifies and articulates verbally the pertinent facts of a given situation.	Identifies and articulates the pertinent facts of a given situation; offers proposed solutions.	Identifies and articulates the pertinent facts of a given situation; offers alternative solutions, or proposes different approaches to achieve the desired result.	
4.	Writes concise, clear work paper notes; drafts memos to file and client correspondence on basic tax issues.	Writes concisely and clearly without jargon in preparing memos to file and client correspondence on basic tax issues.	Writes concisely and clearly without jargon in file memos and client correspondence on complex tax issues.	May write for publication.
5.	May attend client meetings and/or contact clients for additional information as assigned.	Participates in client meetings as appropriate; contacts clients for additional information/clarification as needed.	Initiates client contact for proactive services; maintains professional relationship with assigned clients; develops additional services from existing clients.	Initiates client contact for proactive services; maintains professional relationship with assigned clients; develops additional services from existing clients; develops new clients or new services.
6.	Accurately records time with appropriate notes to allow for value billing.			
7.	Presents in-house training on basic tax topics.	Presents in-house training on intermediate tax topics; may participate in outside speaking engagements.	Presents in-house training; participates in outside speaking engagements.	
Quality Control				
1.	Recognizes when technical areas are beyond skill level and seeks appropriate help.			
2.	Is aware of IRS Circular 230 and AICPA standards for tax practice.			
3.	Understands the fundamentals of GAAP as required for tax practice.			
4.	Seeks to understand assigned work. Asks questions when unclear or uncertain.	Helps team members understand tax procedures; makes training a priority.	Offers ongoing clear, constructive and timely feedback.	

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5.	Enthusiastically participates in own professional development, including being alert for appropriate CPE and OJT opportunities.	Accepts personal responsibility for own professional development by identifying areas for specialization and/or development of expertise.	Shares specialized knowledge and/or expertise freely and willingly with other team members.	
6	Understands REDW independence requirements. Accurately and promptly completes independence form.	Understands potential independence issues relative to tax engagements; communicates potential problems to the proper people.		Monitors independence and ensures compliance with REDW policies.
Engagement Management/Departmental Management				
1.	Monitors own deadlines and works to get job done within budget; requests a budget if one is not pre-assigned.		Monitors deadlines for tax department deliverables.	Effectively manages all tax department deadlines.
2.	Identifies information needed from clients.		Educates clients on critical deadlines; helps manage client expectations regarding timeliness, fees, products & services.	
3.	Provides reviewer with work product in adequate time to perform a thorough review; notifies reviewer promptly of potential problems and delays.	Notifies team members of special deadlines and client deliverable commitments.	Participates in tax department scheduling to ensure proper work assignments and timely job completion.	
4.	Prepares monthly self-evaluations.	Prepares monthly self-evaluations; participates in other team evaluations as requested.	Prepares monthly self-evaluations; offers feedback on other team member evaluations; participates as advisor for STP program; serves as a mentor.	Monitors self-evaluation program for compliance; participates in STP as an advisor; may serve as a mentor.
5.	Attends tax department production meetings when scheduled; makes suggestions to improve processes and procedures.			