



- JOB DESCRIPTION -

Position Title:	National Tax Manager
Business Unit:	Operations
Position Reports to:	National Manager Quality Products
Positions Reporting to this Role:	None
Location:	TBD
Created/Updated on:	April 7, 2021

COMPANY OVERVIEW

For over 65 years, FBC has helped Make Life less Taxing for Farm and Small Businesses. With over 50,000 Members from BC to Nova Scotia, FBC brings together a strong team of tax experts with one of Canada's most sophisticated tax engines to ensure our Members pay the least amount of taxes over the long run. Our customers benefit from our industry leading Membership model that provides year round services.

Products, Brands and Clients

FBC Members are rural entrepreneurs; farm and small business owners. Members count on FBC for tax planning, bookkeeping, business consulting, the best possible tax return, and enjoy the security of audit protection through their Membership.

Organizational Values

- Set the standard
- Improve each day
- Create Raving Fans
- Have fun
- Support each other in winning
- Full Integrity

For more information on FBC please visit our website at www.fbc.ca

POSITION OVERVIEW

FBC's National Tax Manager is responsible for the accuracy, compliance and integrity of FBC's Income Tax, GST/HST, AgriStability and AgriInvest (ASAI) programs and products including bookkeeping and financial reports. Key priorities will be to liaison with officials from government departments/agencies; provide interpretation and analysis of latest developments in tax law and government programs impacting FBC Members for systems, FBC management and staff; act as the first point-of contact with respect to these new developments; collaborate with FBC's Marketing Department to research and develop copy for marketing and promotional items, trade publication columns company publications and FBC website content and act as FBC's "go to" resource for Member tax issues, problem solving, research and technical support analysis.

KEY RESPONSIBILITIES

Functions and responsibilities include, but are not limited to, the following:

- Ensure the accuracy, compliance and integrity of the Income Tax Compliance System for FBC client products.
- Ensure the accuracy, compliance and integrity of the GST/HST Compliance System for FBC client products.
- Ensure the accuracy, compliance and integrity of the AgriStability and AgriInvest (ASAI) agricultural risk management programs (RMP) for FBC client products.
- Ensure the accuracy, compliance and integrity of other FBC product systems.
- Provide authoritative interpretation and analysis of latest developments (legislative, regulatory, administrative, and judicial) in tax law and government programs affecting FBC client services, products, staff training tools; apprise FBC staff (Membership Matters, "Amendments" documents, etc.); act as the point-of-first-contact for branch queries/alerts in respect to new developments impacting FBC client services whether by sector, regionally or nationally.
- Act as the "go to" senior tax technical resource for Member tax issues, problem solving, research, and technical support analysis on an "as needed, as requested" basis.
- Collaborate with FBC's Marketing department to research and develop copy for marketing and promotional items (print and website), trade publication columns (Country Guide, Western Producer, Pioneer Growing Point, and ad hoc columns); and contribute and co-edit articles (Member Advisor, Member Express, Membership Matters, Budget Bulletins, and FBC website content). Edit the Newsletter – Tax Saving Strategies.
- Coordinate and/or participate in other systems and non-systems special projects and initiatives as assigned by FBC management.
- Act as the liaison with officials from certain federal government departments/agencies (Finance/CRA/AAFC) and the provincial government departments/agencies (Finance/Revenue/Agriculture) when required.
- Other duties, relevant to the position, may be assigned as required

QUALIFICATIONS

Education and Experience

- Bachelor's degree in business, accounting, finance, or related field
- Minimum of 10 years' experience in tax and accounting for small business
- CPA designation
- CPA In Depth tax course or equivalent experience
- A background in compliance and quality assurance
- Experience leading and influencing a team
- Public practice or industry experience would be an asset e.g. CRA, tax analyst, tax planner, tax planning in oil and gas, business analyst for tax preparation software.
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Knowledge, Skills and Abilities

- A high level of technical knowledge pertaining to accounting and Canadian tax
- Knowledge of AgriStability and AgriInvest (ASAI) agricultural risk management programs (RMP) would be an asset.
- Excellent written and verbal communication skills and an expert listener
- Strong delegation skills
- An influential leadership style: the ability to inspire and motivate others
- Strong researching and problem solving skills
- Strong relationship building/diplomacy skills with colleagues, clients and third parties
- Strong analytical, organizational and prioritizing skills
- Communicates complex information to stakeholders in a way that is easy for them to understand; educating and adding value.

Attributes & Aptitudes

- Team oriented: thrives when collaborating with others
- Driven: demonstrates a strong work ethic, is self-motivated and has high expectations
- Goal oriented: demonstrates a sense of urgency around pursuing and achieving goals
- Pro active
- Energized by improving organizational processes and standards
- Committed: invests in learning about the industry they are consulting in

WORKING CONDITIONS & OTHER REQUIREMENTS

- E.g. travel, valid driver's license, computer/software knowledge, work from home, seasonal overtime expectations, etc.