



TAX MANAGER

DEPARTMENT:	Tax	REPORTS TO:	Director of Tax and CFO
DIVISION:	Corporate	FLSA STATUS:	Exempt
JOB CODE:	1046	EFFECTIVE DATE:	09/17/2024

JOB SUMMARY

Manages the tax department, with assistance/guidance from the Director of Tax, Chief Financial Officer (CFO), or outside tax specialists, to facilitate the accurate and timely completion of Pyrotek's Federal and State tax filings, as well as required financial reporting obligations. Assists with developing and updating tax related policies and strategies.

QUALIFICATIONS

Education/Experience

Bachelor of Science Degree in Accounting, plus a minimum of seven (7) years of professional Accounting and Tax experience in a top 10 accounting firm or a multi-national entity (public or private); or equivalent combination of education and experience.

Preparation and review of US corporate tax filings in an international and multi-state environment required. Supervisory experience and CPA required.

Knowledge/Skills/Abilities

Accounting/Tax. Advanced knowledge of accounting and tax principles to facilitate training and supervision of others, support a technical review of the work performed, to assist in the timely and accurate completion of related accounting and tax deliverables.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of our global organization. High ethical standards, values, personal integrity, and honesty. Displays humility and adaptability. Ability to appropriately apply common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Communication Skills. Ability to speak clearly and persuasively, listen, obtain clarification, and respond well to questions. Proficiency in writing clearly, concisely, and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Strategic Change Agent. Courage to make difficult decisions with limited information, and ability to encourage others to make difficult decisions. Ability to foster commitment to Pyrotek's shared mission and vision while actively assisting in the development and execution of strategic goals related to taxation or other assigned responsibilities.

Leadership Skills. Build a culture of tolerance, acceptance, and civility by setting an example for team members. Ability to coach and motivate team members in planning, decision-making, teamwork, and process improvement. Ability to display empathy. Ability to effectively manage projects to completion. Ability to successfully provide regular performance feedback and write annual performance reviews. Ability to foster attitudes and conditions that guide teams toward excellence and a respectful, positive, transparent, and collaborative work environment. Ability to develop team member skills and encourage growth. Dedicated and reliable.

Computer/Applications Skills. Proficiency with SharePoint and MS Office products, including Word, Excel, and PowerPoint.

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business



case. Strong financial analytical capabilities for developing profitable product strategies. Ability to use different sets of rules and combine them, define problems, collect objective data, establish facts, and draw valid conclusions to solve problems.

Core Business Skills. Ability to exercise sound judgement and discretion in handling proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to write routine reports and correspondence. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Self-disciplined.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek’s ability to meet and/or exceed goals and objectives. Demonstrated passion for developing others.

Travel. Ability to travel by land and air, both domestically and internationally up to 5%. Valid US passport or ability to obtain.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Ensure detailed technical review and process management for the timely completion of accurate Federal, State, Local tax filings and supporting documentation including but not limited to:
 - a. Consolidated Corporate Returns
 - b. US reporting related to foreign operations (e.g., Forms 5471, 8858, 1118)
 - c. State income/franchise returns, annual reports, and secretary of state filings
 - d. Team member benefit plan returns
 - e. Property tax returns, unclaimed property returns, Census and other informational returns
 - f. Quarterly estimated tax payments and required extension requests
 - g. Correspond to federal and state agencies as required
 - h. Quarterly and Annual Last In, First Out (LIFO) calculations
 - i. Annual FIN 48 review and calculations
2. Diligently prepare and review quarterly and annual income tax provisions, related memos and financial statement reporting under US Generally Accepted Accounting Principles (GAAP).
3. Collaboratively work with outside Certified Public Accounting (CPA) firms on projects including Transfer Pricing, Cost Segregation Studies, Research and Development (R&D) Credits, and other special projects.
4. Regularly review maintenance of fixed asset database (FAS) with Senior Tax Accountant.
5. Proactively identify opportunities for process improvement and potential areas of risk. Monitor current and proposed changes to tax regulations and suggest appropriate updates to policies and strategies.
6. Supervise, coach, support, train and develop personnel in their assigned areas. Resolve personnel issues, redirect complex issues to management and HR in a timely manner, and administer appropriate disciplinary action as needed. Assistance with evaluating performance/compensation, interviewing new employment candidates, and effectively recommend new hires and terminations in a timely manner.
7. Communicate goals, objectives, and expectations throughout the local department, assist in maintaining the cooperation and support of global team members. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives. Actively reward and recognize team members accomplishments.
8. Determine the effectiveness of policies, procedures, and projects/plans. Take appropriate corrective



measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional, and local regulations.

- 9. Promote positive team member and customer relations by supporting Pyrotek’s commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by always being professional, courteous, and respectful.
- 10. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
- 11. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
- 12. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
- 13. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
- 14. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
- 15. Perform other tasks and complete special projects as defined by the Director of Tax and or CFO.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend, reach, use stairs, occasionally lift up to 25 pounds and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, team member generally will work in an office environment, with some flexibility to work remotely when pre-approved and appropriate. Travel by land and air, both domestic and international up to 5%.

Team Member’s Signature

Date

Supervisor’s Signature

Date