



Davis Polk & Wardwell LLP is a New York-based, international law firm with more than 900 lawyers in offices located in New York, Northern California, Washington, D.C., London, Paris, Madrid, Hong Kong, Beijing, Tokyo and São Paulo. Since its founding over 165 years ago, the firm has worked on a broad range of important and complex business and financial transactions, as well as significant civil litigation. Davis Polk has long been recognized as an innovative leader in the provision of quality legal services. Davis Polk has also developed extensive experience in major international business transactions and regularly works with companies based throughout the world.

Job Description

Job Title	Manager – Tax & Partner Compensation
Department	Accounting
Reports to	Senior Manager – Tax & Partner Compensation
FLSA	Exempt
Work Schedule	Monday through Friday, 9:30 a.m. to 5:30 p.m.
Essential Duties and Responsibilities	<p>Preparation, review and filing of all phases of Partnership tax returns</p> <ul style="list-style-type: none">• Ensure the proper accounting and external compliance reporting of taxes domestically and internationally• Preparation/Review of various work papers• Compile tax data for U.S. domestic (federal and multi-state) and international tax return preparation and filings• Allocation of various income items• Review of Federal and various State Partnership returns and other annual returns• Review of quarterly estimates• Interaction with accounting and accounts payable departments• Gathering tax information for overseas offices for tax filings• Review of monthly sales tax returns• Preparation/Review of quarterly declarations for UBT, Group returns, local returns (CA, DC) etc.• Assistance with Expat issues

- Respond to tax authority requests and supervision of tax audits
- Manage relationships with outside tax consultants and ensure that the firm is deriving the maximum benefit from those
- Review of Quarterly billings to Foreign Offices
- Manage & Review of various commercial rent tax and occupancy taxes
- Understanding of firm taxation in various countries
- Communication with partners
- Assist in Tax research projects

Qualifications/Position Requirements

- Accounting degree
- CPA
- Strong understanding in partnership and international taxation topics
- Proven ability to personally meet deadlines as well as hold others (both direct and indirect reports) accountable to deadlines
- Excellent analytical, problem solving and communication skills
- Strong organizational and leadership skills
- Outstanding communication and interpersonal skills; ability to motivate and communicate effectively with all levels of the organization
- A hardworking, high-energy individual who is able to be hands-on and work well with multiple priorities and global responsibilities
- Strong attention to detail; ability to sort through complex matters and translate and communicate them in a clear, concise manner
- Collaborative team player
- Excel, MS and General Ledger knowledge

**Education
and/or
Experience**

Tax Manager with a minimum of 5 years of tax experience in the following areas:

- Partnership Taxation
- Individual Taxation

To Apply

Please send cover letter and resume to Jackie Nunez, Human Resources Manager, at Jackie.nunez@davispolk.com

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.