

Position: Commercial Real Estate 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 the United States.

Job Description: Tax Advisors Group is seeking an individual to join their team as a commercial real estate property tax consultant to provide clients with a wide range of commercial real estate property tax services. The ideal candidate will have two or more years of Commercial Real Estate (CRE) tax consulting or CRE appraisal and general property tax consulting experience and have a Texas Property Tax Consulting License.

Duties and Responsibilities:

- Assist Real Estate team with real estate property tax administration for a portfolio of primarily CRE properties across Texas, as well as a small percentage of out-of-state clients
- Obtain and review real estate assessments for appeal opportunities
- Assist with valuation using the three approaches to value and an equity analysis
- File protest letters and track hearing dates
- Discuss valuations informally (phone/email) with county tax appraisers
- Prepare, attend, and present appeals to Appraisal Districts informally and formally as needed while maintaining positive relationships with appraisal district and tax jurisdiction personnel
- Prepare property tax estimates and other client reports as needed
- Prepare Tax Savings Reports for clients and internal accounting department
- Obtain, review, and approve tax bills
- Travel as required to attend appeal hearings, property inspections, and client meetings
- Other duties as assigned

Qualifications:

- Minimum of 2-3 years property tax consulting or real estate appraisal experience
- Strong public speaking and presentation skills; negotiation and strategic thinking skills
- Intermediate to advanced Excel software skills. Good spelling, grammar and writing skills
- Organizational skills and time management skills
- Strong work ethic, efficient and focused, team oriented, and flexible
- Calm under deadline pressure
- Attention to detail. Systematic. Eye for orderly visual composition of reports
- Cheerful and professional telephone skills

Licensing and Knowledge:

- Texas Property Tax Consulting license from TDLR, preferred
- Take necessary courses to keep tax consultant license current
- Maintain awareness and understanding of multi-state RE tax statutes, rules, and regulations

Compensation:

- Base salary commensurate with experience
- Incentive bonuses payable twice a year, based on terms set by the Company
- Winter closing for approximately two weeks, typically mid-December until the first business day of January each year during the Christmas and New Year holidays
- PTO time awarded based on years of employment (prorated 1st year based on start date)
- Medical, Dental, Vision, Life and Disability Insurance; Employer contributes toward medical and dental premiums
- Other bonus opportunities and benefits may apply

Please submit your resume when you apply.