

---

## Residential Property Tax Consultant

*Property Tax Department • Full-Time | Hybrid*  
Reports To: Property Tax Manager or Partner

### WHO WE ARE

---

Five Stone Tax Advisers is a faith-based, mission-driven CPA firm built on a simple belief: serve people faithfully, and everything else follows. Our promise to clients is simple too: less tax, more good, delivered by protecting people, relieving their burdens, and pursuing the best possible outcome under the law. We believe excellence honors God, so we hold ourselves to the highest standards of quality, integrity, and disciplined execution in everything we do.

That same spirit shapes how we treat each other. We serve our clients so we can serve our team, building a supportive environment where people are genuinely cared for, not just employed. We want our team members to succeed, in their careers and in their lives, so we encourage learning and growth at every stage, from earning certifications to pursuing advanced degrees.

Generosity is part of who we are: we give freely of our time and resources, including 33% of our annual profits, to bless our community and those in need around the world. Every decision we make, for our clients and for each other, is guided by our core values: People First, Wow Every Client, and Best Possible Outcome.

### POSITION SUMMARY

---

The Property Tax Consultant is responsible for helping clients pay the lowest property taxes allowable by law through proactive representation, data-driven valuation analysis, and exceptional client communication. This role serves as a trusted advocate who manages appeals from start to finish while upholding the firm's reputation for excellence and integrity.

The ideal candidate holds or is pursuing a Property Tax Consultant License or Texas Real Estate License, demonstrates strong analytical and communication skills, and thrives in a fast-paced, client-service-oriented environment.

### CORE PURPOSE

---

To achieve the best possible outcomes for clients while protecting and strengthening the Five Stone brand through ethical, effective, and professional advocacy.

### YOUR ONE THING

---

Wow the client with the best possible outcomes and quick, clear, and concise communication.

### CORE RESPONSIBILITIES

---

- Represent clients in all phases of the property tax appeal process (informal and formal).
- Analyze valuation data, comparable sales, and appraisal district methodologies.
- Prepare persuasive, well-supported evidence packages for hearings.
- Communicate proactively and professionally with clients and appraisal district personnel.
- Maintain detailed case documentation and status updates in firm systems.
- Support accurate billing and timely collections.
- Identify and execute opportunities for client tax savings.

- Contribute to a positive, collaborative team environment by modeling core values.

## GOALS & OBJECTIVES

| Horizon    | Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Daily      | Respond to client communications within 24 hrs • Maintain at least 6 productive billable hours daily • Remain available and responsive during business hours (except during meetings, breaks, or lunches) • Dedicate 30 minutes daily to account management or follow-up activity                                                                                                                                                                     |
| Short-Term | Develop mastery within assigned geographic or property categories; know them better than the average CAD appraiser • Discover and execute property tax savings opportunities; document and track results • Maintain organized, up-to-date case notes for all active clients • Generate at least one positive client review per month and assist in improving overall Net Promoter Scores (NPS)                                                        |
| Long-Term  | Complete firm-approved courses on data analytics and valuation (e.g., Khan Academy modules) • Build strong relationships with local appraisal district staff to improve negotiation outcomes • Achieve an average 10% improvement in reduction results year over year • Contribute to continuous improvement by analyzing hearing results and refining strategies • Exhibit leadership within the department through mentorship and knowledge sharing |

## QUALIFICATIONS

- Preferred License: Property Tax Consultant License (State of Texas) or Texas Real Estate License.
- Highly skilled in numerical analysis.
- Strong knowledge of property valuation, appeal processes, and market trends.
- Proficiency in Microsoft Excel, data analysis, and valuation tools.
- Excellent written and verbal communication skills.
- High attention to detail, time management, and organization.
- Proven ability to manage multiple deadlines and client relationships simultaneously.

## OUR CORE VALUES

| People First                                                                                         | Wow Every Client                                                                                                            | Best Possible Outcome                                                                                                          |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| We treat every client with respect, clarity, and care, taking responsibility for those who trust us. | We deliver a world-class experience through preparation, responsiveness, and disciplined execution, every step, every time. | We apply deep knowledge and sound judgment to advocate relentlessly in pursuit of the best possible tax outcome under the law. |

*These values guide every action and decision at our firm. They are not aspirational posters, they are behavioral standards lived daily by every member of our team.*

## WHY FIVE STONE

Five Stone Tax Advisers is an exceptional place to grow your career. We pride ourselves on a culture that prioritizes purpose, flexibility, and professional development.

- **Purpose Beyond Profits.** We donate 33% of our annual profits to local and international charities, offer five company-paid volunteer days each year, and lead regular donation drives that support the greater Austin area.
- **Flexibility and Work-Life Balance.** To prevent industry burnout, we offer remote and hybrid work options, flexible scheduling, and a generous PTO policy that lets you rest and unplug.
- **Financial Security and Career Growth.** We invest in our team through competitive salaries, 401(k) matching, and performance bonuses, and we fully fund CPA and EA certifications, continuing education (CPE) credits, and professional membership fees.
- **Holistic Health and Family Care.** Our benefits include comprehensive health, dental, and vision insurance with HSA options, paid parental leave, gym membership reimbursements, and 100% company-paid life and disability insurance.
- **Strong Team of Professionals.** You will work alongside an elite team of more than 30 specialized CPAs and tax attorneys in a collaborative environment where your contributions directly impact the world for the better.