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# Example of Accountant, Tax Job Description

Our growing company is looking for an accountant, tax. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accountant, tax

* Prepare and reconcile state apportionment data
* Assistance with Federal and State income tax compliance
* Prepare compliance reporting for sales and use tax outsource firm
* Review and maintain sales tax exemption certificates
* Assist with 1099 filings
* Monitoring of tax department email box
* Ensuring timely and accurate filing and payment of all associated taxes and fees, and estimated taxes
* Preparing individual estimated income taxes on a quarterly basis
* Collect required tax information
* Update and reconcile tax work papers to the tax returns

## Qualifications for accountant, tax

* A recently qualified accountant with a background in fund accounting would be an advantage
* Solid Tax background (Partnership)
* Bachelor’s degree in Accounting, Tax or related field
* CPA (or ability to obtain CPA) and/or licensed tax consultant
* Research tax issues using on-line tax services
* Prepare tax provision