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# Example of Analyst, Tax Job Description

Our innovative and growing company is searching for experienced candidates for the position of analyst, tax. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for analyst, tax

* Prepare income, personal property, and other miscellaneous tax returns
* Prepare monthly tax provisions and tax notes for Head-Office financial reporting purposes
* Gather information to respond to audit queries
* Assist management with special tax projects
* Supporting accounts referenced and aligned for Tax classification
* Ensuring withholding on all eligible payments and persistence of tax withheld in support of IRS tax reporting on the LS2 platform
* Supporting the integration with the Tax infrastructure
* Primarily focused on doing Sales and Use tax filings, payments and reconciliations
* Assisting with 1099 filings
* You will also be doing Tax depreciation work

## Qualifications for analyst, tax

* Accounting and tax accounting experience preferred
* Previous experience with Tax Documentation
* Experience with OMGEO and MARKIT
* AITI recently qualified
* CorpTax software experience and/or CPA a plus
* Bachelor’s Degree in Accounting or Master’s Degree in Taxation with 0-4 year’s tax experience