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# Example of Associate, Tax Job Description

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

## Responsibilities for associate, tax

* Lead the ongoing review of and compliance with U.S. and non-U.S. tax rules and regulations
* Implement policies and procedures for Ch
* Coordination with internal teams (management company, GP, tax)
* Calculate FDAP and ECI withholding amounts for non-US GP members
* Assist UK members with NYS day counts
* Assist with the US reporting of foreign investments and reporting of US investments held by Non-US citizens
* Preparation of tax work papers for investment partnerships and management company partnerships
* Supporting tax team to meet tax deadlines including timely filing of extensions and K-1 deliverables
* Tracking of tax payments made / due
* Supporting tax team in responding to tax authorities

## Qualifications for associate, tax

* Prepare and self-review work products for completeness and accuracy
* Facilitate communications and provide ample assistance to team members
* Calculate and review taxable income including market discount, bond amortization, wash sales, QDI, straddles, swaps
* Prepare and review allocations, including aggregate allocations
* Prepare waterfall calculation for private equity style funds
* Coordinate and review K-1s and returns provided by Big 4