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# Example of Associate, Tax Job Description

Our company is growing rapidly and is looking to fill the role of associate, 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 associate, tax

* Assist in and become involved in the research of pertinent tax issues
* Present senior team members with a complete, timely and accurate client deliverable in an efficient manner
* Proficiently prepare tax returns
* Formulate and deliver innovative tax planning, strategy and client service
* Identify and capitalize on business opportunities with our current client base and network to attract new clients to the firm
* Maintain active communications with clients to develop longstanding business relationships, manage expectations, safeguard satisfaction and ensure deadlines are met
* Advance your expertise in tax matters through continued education and research
* Performance of tax accounting for Group entities worldwide
* Preparation of indirect tax returns (VAT, GST) and making tax payments and filings
* Supporting the Tax Team to meet tax deadlines including timely filing of extensions and K-1 deliverables

## Qualifications for associate, tax

* 2+ years of experience with Sales / Use Tax Compliance
* 4+ years of Straight Public or Private Industry experience
* Tracking tax payments made/due
* Supporting the Tax Team in responding to tax authorities
* More than one (1) year of prior experience
* Some experience working with healthcare clients preferred