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# Example of Associate, Tax Job Description

Our growing company is searching for experienced candidates for the position of associate, tax. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate, tax

* Provide federal and state tax planning services supportive of the company's business initiatives and identify tax issues and opportunities to optimize tax positions
* Provide tax technical support to other functional areas of Corporate Tax
* Assist with the tax department’s budget process and reporting
* Assists with defending tax positions as necessary
* Maintain currency in accounting, tax law and tax procedure
* Liaison with System consultants to ensure changes (tax codes, changes in masters, ) necessary from GST perspective are incorporated in system
* Prepare federal and state income tax returns (1040s, 1065s, 1120s, ), tax extensions and tax projections in various industries
* Assist in the preparation and reporting of the quarterly and annual tax accrual
* Review annual Federal domestic and international, and state tax filings prepared by outside service provider
* Assisting in the preparation and execution of all federal pro formas and consolidated tax returns

## Qualifications for associate, tax

* Able to manage time and workflows to meet multiple deadlines
* Bachelor's degree in Economics, Accounting or related field
* 1-3 years experience in public accounting and commercial tax preferred
* Experience in preparation of Corporation Tax and VAT returns in a financial/banking environment
* Some hedge fund experience
* Basic understanding of Federal, state, and international tax and accounting concepts and rules