Downloaded from <https://www.velvetjobs.com/job-descriptions/consultant-tax>

# Example of Consultant, Tax Job Description

Our company is looking to fill the role of consultant, 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 consultant, tax

* Provide assistance to Activation Management in support of escalated customer issues including research, resolution, and communication to the consultant
* Ongoing development, mentoring, and support of team members (internal and external)
* Suggest process and product improvement
* Identify and quantify process and efficiency opportunities including tools and technology
* Analyze client tax accounts during the implementation process
* Consult with clients and provide direction on critical data and document gaps, effective filing status, business changes, and outstanding tax discrepancies to ensure compliance with employer tax filing requirements
* Serve as the authorized employment tax representative between clients and taxing authorities
* Research and resolve employment tax filing discrepancies and respond to agency inquiries
* Provide clients or designated agents with tax account support to resolve prior to services account discrepancies
* Lead account management efforts to ensure accurate and timely employment tax filings and payments

## Qualifications for consultant, tax

* Marketing VAT services to existing and new clients
* Presenting and conducting VAT training workshops for clients
* College experience or degree preferred
* Ability to complete in-depth research and analysis on the feasibility of sales concepts, to develop easy to read technical articles describing the concepts illustrations and power point presentations to support a sales concept package
* Familiarity with ERP, tax compliance and tax provision software
* Understanding of tax methodologies