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# Example of Corporate Tax Accountant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of corporate tax accountant. 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 corporate tax accountant

* Assist in creating process efficiencies through creation of database tools and SUT applications Assist Tax Supervisor and other Indirect Tax Staff in audit function as required
* Participate in identifying, planning for, and implementing tax savings strategies when possible
* Identify law/rate changes to assure compliance and minimize tax costs
* Research sales/use taxability of company initiatives and purchases
* Preparation of year-end/interim tax provisions and disclosures for the consolidated financial statements the statutory accounts
* Assisting with preparation and maintenance of transfer pricing documentation
* Of federal and state tax returns, preparation of the work papers supporting
* Prepares and timely files state corporate income and franchise tax compliance including timely requests for key source documentation and preparation of applicable tax work papers
* Maintains up-to-date policies and procedures for tasks specific to job function
* Participates in external tax/accounting organizations (such as Tax Executives Institute and the Council on State Taxation)

## Qualifications for corporate tax accountant

* Handle the ECR process for export business
* Minimum 8 years’ working experience and at least 5 years’ experience in GL and Tax function
* Good knowledge of Tax
* Solid understanding of PRC local statutory accounting requirements and tax regulations (VAT, CIT, Other misc
* Experience in customs procedures and foreign exchange control regulations (SAFE)
* Experience in ERP systems (JDEdwards E1 preferred)