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# Example of Corporate Tax Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of corporate tax. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for corporate tax

* Gain knowledge of various software programs including JD Edwards, One Source Tax Provision & Compliance, Sage Fixed Assets, BNA & Checkpoint Research
* Assist in business planning projects for mergers and acquisitions both domestic and international
* Gain knowledge of rules, regulations and code of conduct of the AICPA
* Prepare compliance tests, including quarterly asset and annual income tests
* Assist VP Tax with taxable income projections
* Coordinate and interact with outside accounting firms for certain outsourced tax return preparation services and other projects
* Coordinate timely payment of all property tax bills and assist with appeals as needed
* Complete federal and state and local tax research as needed
* Interact with accounting and other departments to ensure correctness of financial data
* Analyzes and interprets tax regulations

## Qualifications for corporate tax

* Five to seven years of progressive tax compliance and/or tax consulting experience
* Master’s Degree, Taxation, Accounting, Finance, or similar
* Minimum five years of work experience out of large Fortune 500 Corporations and/or large public accounting firms
* Tax staff management experience with success record
* 7-10 years, will look up to 15 years preferably with a Big 4 or Public Accounting background
* Prepare correspondence related to tax compliance and tax consulting engagements