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# Example of Director, Tax Job Description

Our growing company is looking to fill the role of director, tax. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for director, tax

* Assist and respond to any IRS or state notices received by clients, assist with any IRS examinations of clients
* Monitor and assist with compliance due dates, including extensions and estimated tax payments
* Oversees Federal Tax Planning and Special Projects
* Preparation of state and local income tax returns and provision
* Integration of tax compliance of acquired companies
* Manage the preparation and review of Company tax provisions by assuring that all tax-related accounts are recorded accurately and in accordance with ASC 740
* Maintain SOX controls relevant to reporting and compliance
* Review of intercompany and third party cross border licensing agreements and service agreements for compliance with US tax rules, tax treaties and setting of general policy related to such transactions
* Compliance with section 1441 and 1442, specifically Form 1042 and Form 1042-S
* Serves as lead advocate for federal tax and works with editorial director, other practice area leads, and news directors, to ensure quality across all departments

## Qualifications for director, tax

* Qualified accountant (CTA, ACA, ACCA or equivalent)
* Foreign tax credit and cash repatriation planning
* Tax qualified with a number of years' pqe
* Top tier practice trained across all tax heads
* Responsible for managingoutside advisors in connection with key strategic projects and tax planning initiatives, including M&A projects
* Work closely with corporate business lines, accounting, legal, and treasury groups on an ongoing basis