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# Example of Income Tax Analyst Job Description

Our growing company is searching for experienced candidates for the position of income tax analyst. 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 income tax analyst

* Responsible for German income tax accounting under US GAAP & German GAAP
* Review tax planning initiatives to determine impacts to worldwide tax provision
* Research tax effects of various international transactions
* Support US and international tax controversy teams on tax audits
* Management of outside tax service providers
* Must ensure that all legal entities meet filing obligations on timely & accurate basis
* Prepare quarterly tax provision and all supporting schedules in a timely and accurate manner
* Update and maintain the fixed asset database, the depreciation schedules and insure the calculations are using the appropriate conventions on a monthly basis
* Prepare quarterly estimated tax payment calculations and filings as necessary in a timely and accurate manner
* Prepare annually extensions of time to file in a timely and accurate manner

## Qualifications for income tax analyst

* Experienced with accounting systems
* Prepare income and franchise tax returns and supporting calculations including apportionment, reconciliation of schedule M temporary differences to balance sheet, depreciation calculations, and tax payments using Prosystem Fx software
* Prepare/research tax issues that effect calculation of taxes and potential impact on P&L
* Assist in preparing for income tax audits
* Assist in responding to correspondence from various tax jurisdictions insuring timely response
* Prepare withholding tax returns and FBAR tax return