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# Example of Income Tax Analyst Job Description

Our company is searching for experienced candidates for the position of income tax analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for income tax analyst

* Prepare and self-review income tax compliance (including federal & state tax returns, estimated tax computations, tax provisions)
* Assist with tax account analysis and reconciliation
* Assist with miscellaneous tax studies and projects
* Assist with state tax notice issues / correspondence
* Assist with the gathering of tax data for compliance and issue resolution
* Assist with maintenance and review tax calendar
* Assist with maintenance of tax fixed asset information
* Perform nexus analysis
* Receives and analyzes notices received from various tax jurisdictions, researches underlying issues and prepares appropriate response
* Assists implementation of new processes to meet changing tax requirements

## Qualifications for income tax analyst

* Tax Reserves- prepares quarterly tax reserve schedules
* Monthly/Quarterly Federal/State Tax Credit Reporting - works with external service providers to ensure monthly/quarterly recording of federal and state income tax credits to the general ledger
* Excellent interpersonal, oral and written communication skills, detail-oriented, ability to work on competing priorities, and must thrive in a fast-paced work environment
* Possess ability to develop contacts and relationships throughout the enterprise to achieve desired results
* Self-manage and work with limited direction
* Learn and understand increasingly complex tax issues and concepts