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# Example of Indirect Tax Analyst Job Description

Our company is hiring for an indirect tax analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for indirect tax analyst

* Ensuring timely filing of the GST and VAT returns on a monthly basis
* Reconciliation of the Trading ledgers with the Accounting ledgers on a weekly basis
* Identifying incorrect tax decisions in the above reports
* Discussing the discrepancies with operations and accounting teams and guiding them to the correct tax decisions
* Monitoring the receivables from Tax authorities
* Ensure proper stock reconciliations
* Prepare audit documentation and liaise with external auditors
* Prepare and submit German VAT returns and German Intrastat returns
* Lead analyst for unclaimed property audits and voluntary disclosure agreements (self-audits)
* Reconcile and review assigned tax G/L accounts

## Qualifications for indirect tax analyst

* Ability to identify, research, and comprehend changes in VAT legislation and the net impact for Tyco operations
* Must have Bachelor’s Degree, or foreign equivalent, in Computer Science
* Experience must include one year of experience with Vertex O Series 6.0
* Self-motivated with a mature attitude
* Hands on in handling data and data analytics
* Knowledge of VAT &/or intrastat in some European countries