Downloaded from <https://www.velvetjobs.com/job-descriptions/indirect-tax-analyst>

# Example of Indirect Tax Analyst Job Description

Our innovative and growing company is looking for an indirect 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 indirect tax analyst

* To participate and contribute to the success of month-end close
* To provide support for the Senior Statutory Returns Analyst and Team Leader on Indirect Tax-related queries and specific projects
* Reviewing and assisting in the preparation of company’s monthly/quarterly Sales and Use Tax Returns, ensuring returns are filed accurately and efficiently
* Heavily involved in merger/acquisition projects and analyzing impacts on Indirect Tax area
* Overseeing the maintenance of the company’s Exemption Certificate Management system and related compliance
* Become main point of contact for any Indirect Tax related issues
* Reconciling monthly/yearly Sales and Use Tax general ledger accounts
* Reviewing and analyzing Use Tax Accruals
* Processing and reviewing customer tax credits and preparing state tax refund requests
* Updating and maintaining Sales tax systems

## Qualifications for indirect tax analyst

* Bachelor’s degree in Accounting/Finance with a minimum of 2 years Indirect Tax experience or an appropriate combination of education and experience
* Experience using Vertex or other tax software a plus
* To carry out all monthly VAT compliance tasks for several J&J entities including analytical VAT transaction-code reviews, preparation and posting of the VAT journals, performing all monthly VAT accounts reconciliations
* At least half year of experience in finance
* Experience in working with integrated software system (SAP) is an advantage
* Customer focussed, able to build excellent relationship with relevant stakeholders