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# Example of Manager, Indirect Tax Job Description

Our growing company is looking to fill the role of manager, indirect tax. 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 manager, indirect tax

* Insure task assigned to the AMEA region per the regional responsibility matrix are completed
* This position has significant impact in managing Indirect tax services that improve effectiveness, efficiency and controls
* Ensure all entities (companies, branches, etc) in the AMEA regions comply with their Indirect tax obligations and optimise tax costs
* Providing support to the audit management team in relation to Indirect tax risks
* Preparing and presenting regular Indirect tax briefings
* Timely registration for Indirect tax where appropriate
* Advice with regard to the nature of Indirect tax records that must be maintained and the different remarks on your invoices to EC-customers
* Preparation and submission of Indirect tax returns, including national forms for Intra community supplies and statistic obligations
* Manage all aspects of Indirect tax refunds and be a centre of Excellence for all Indirect tax matters
* Direct and oversee of the preparation of timely, accurate monthly financial statements

## Qualifications for manager, indirect tax

* A self-motivated team player, with an inquisitive and challenging approach, a willingness to take ownership
* Experienced with tax return compliance software (Vertex, OneSource, PTMS, LicenseHQ) and tax research tools (CCH, RIA, BNA)
* 7+ years of experience in sales/use tax, compliance, and audit support
* 4+ years of experience in state and local income tax compliance
* CPA and/or MST designation preferred
* 8+ years progressive sales/use and property tax compliance, research, audit and reporting experience