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# Example of Manager, Indirect Tax Job Description

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

## Responsibilities for manager, indirect tax

* Ensure that all changes are properly documented and relevant information is archived
* Provide recommendations on a wide variety of indirect tax issues and communicate them in an understandable manner to non-tax professionals
* Hiring of tax research analysts and leading, motivating and developing the team
* Leading or supporting strategic initiatives for tax research and development operations, including
* Review sales and purchase agreements to ensure proper wording for tax clauses
* Determine and analyze Canadian tax implications on potential future projects both from indirect tax perspective
* Assist other members of the tax team in their daily work the accounts payable and accounts receivable departments on the application of the commodity taxes
* Manage SPs (Small Projects in Sirius and Cordillera) and CRs (Change Requests in U2K2 and Fusion) in the taxation area
* Work together with CSC and CET teams to implement and improve currently used controls in the relevant areas
* Support tools used in Indirect taxation area

## Qualifications for manager, indirect tax

* Systems proficiency, particularly with MS Excel and other Microsoft Office applications (Word, Access, PowerPoint)
* Experience configuring and supporting global Indirect Tax calculation software (Vertex, Sabrix, Taxware)
* Proficiency in Microsoft Excel, PowerPoint, and Visio (or related software)
* Delivering to clear KPIs around projects and being held accountable to a diverse range of stakeholders
* Minimum 5-8 years plus experience in international VAT/customs duty environment
* In-house experience is desirable