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# Example of Sales Tax Accountant Job Description

Our innovative and growing company is hiring for a sales tax accountant. 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 sales tax accountant

* Participate in weekly partner calls, partner compliance activities, complete the monthly and yearly nexus reviews
* Research and maintain current taxability rules, regulations, and tax rates
* Prepare and file monthly GST and PST tax returns for Canada
* Prepare non-resident tax withholding for U.S. / Canada transactions
* Monitor and reconcile sales and use tax accrual accounts on a monthly basis
* Prepare resale exemption certificates
* Prepare miscellaneous beverage and amusement tax returns
* Support of accounting processes in terms of processing
* Perform general ledger account analysis and reconciliations of key accounts as assigned
* Prepare and file monthly GST/HST/QST returns with Canadian Revenue Agencies

## Qualifications for sales tax accountant

* Demonstrated ability take ownership the timely follow through of assignments is critical
* Ability to train/mentor Interns
* Bachelor’s degree required in accounting, finance, or business
* Previous accounting and multistate sales/use tax experience (at least 1-3 years) required
* General knowledge of computer capabilities
* Preferred qualifications include experience with Oracle and Vertex or other similar sales and use tax software