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# Example of Sales Tax Analyst Job Description

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

## Responsibilities for sales tax analyst

* Provide support and oversight of compliance and opportunities with state employment and investment incentive programs
* Preparation of federal forms 1099, 1098, and state 941 forms
* Support Manager on sales/use tax audits initiated by state/local tax authorities with emphasis on most favorable resolutions including initiating protests, as required
* Perform reverse audits of use tax accrual accounts
* Provide timely and accurate support for numerous special projects, transaction research and analyses as required
* Ensure proper functionality of multiple instances of taxation software (Vertex) for sales/purchasing transactions nationally including resolution of IT issues/projects as needed
* Manage external sales / use tax audits reverse sales / use tax audits
* Order review to ensure proper tax application (Sales, Use)
* May coach and mentor more junior analysts
* Assist with customer and vendor inquiries related to sales tax refund assignment forms, tax credit memorandum, sales tax audit requests

## Qualifications for sales tax analyst

* Motor fuels experience is a plus!
* Good working knowledge of Vertex and SAP preferred
* Detail oriented, flexible, with ability to prioritize duties
* Bachelor degree preferred, but will consider other candidates with strong experience
* Experience in an ERP environment
* Minimum 5 years of recent experience in consulting, Big 4 or with a major multi-state corporation focused on all aspects of sales and use and property