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

# Example of Senior Analyst, Tax Job Description

Our innovative and growing company is hiring for a senior analyst, tax. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior analyst, tax

* Manage a team of junior tax professionals and outside service providers
* Teaming with the International Indirect Tax, International Direct Tax, and Transfer Pricing teams on international tax projects
* Working closely with Legal, Accounting, Finance, and business teams to provide operational guidance and mitigate indirect tax risks
* Reviewing new business initiatives and contracts
* Tracking and communicating changes in indirect tax laws and regulations
* Assisting with international indirect tax audits/queries
* Assisting with internal audits and drafting/implementing tax policies and controls
* Prepare/review the U.S. compliance for international entities
* Review calculation of tax basis depreciation and fixed asset records necessary for the preparation of personal property and income tax returns
* Identify tax saving opportunities and propose and implement solutions

## Qualifications for senior analyst, tax

* Knowledge and use of multiple tax compliance/provision software systems – Thomson ONESOURCE TaxStream/GAM/Income Tax, Vertex, Corptax, or GoSystems
* Research and opine on complex tax technical issues
* Minimum of 2-3 year progressively responsible tax experience, preferably some international tax experience
* Preparation of certain tax accounting work-papers
* Preparation of tax provision and federal/state income tax returns (including estimated tax payments) using Thomson Reuters OneSource software
* Assist with global tax data gathering and reporting