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# Example of Senior Analyst, Tax Job Description

Our innovative and growing company is looking for a senior analyst, tax. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior analyst, tax

* Preparation of monthly and annual income tax provision summaries, account reconciliations, and deferred tax analysis
* Assist in the preparation and maintenance of tax controls documentation
* Calculation of specific tax adjustments for the tax provision, including fixed assets and associated depreciation and gain/loss
* Assist in the tax accounting analysis of the implementation of foreign, domestic, and state tax planning strategies
* Assist with REIT compliance including asset and income qualifications, Form 1099 reporting and other matters
* Maintain regular updates on forecasted taxable income and dividend requirements
* Provide information for outside tax preparers to prepare US annual income tax returns
* Prepare estimated payment calculations for Form 1042 withholding tax returns, maintain required documents from foreign investors and assist with FATCA compliance
* Communicate with partners and shareholders on tax inquiries
* Help maintain tax records, filing systems and databases

## Qualifications for senior analyst, tax

* Four + years’ of Tax experience
* CPA or MST designation preferred
* Experience in commercial software development (tax software, user experience, user interfaces, ) preferred
* Minimum three years, recent experience in a professional tax services environment
* ASC 740 direct experience
* Minimum of 2 years in Public Accounting or Industry in area of Corporate and Multistate income tax