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# Example of Senior Analyst, Tax Job Description

Our growing company is looking to fill the role of 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

* Monitor, research, and review GAAP accounting literature, in concert with the Tax Department, relating to taxes issues to ensure proper disclosures in the financial statements and footnotes for quarterly 10-Q’s and annual 10-K’s filed with the SEC
* Responsible for domestic compliance calendar to ensure company compliance with US filing requirement for McDermott
* Responsible for the preparation of U.S. federal and state income tax returns and workpapers, tax provision, tax research and special projects
* Prepare federal and state income tax returns and tax extensions
* OneSource and BNA tax systems Administrator
* 15% - Prepare complex international forms including Forms 5471, 5472 and 8858
* 20% - Assist in the research of selected federal and state tax issues and compliance, including analysis of Schedule M computations, state tax nexus and related topics as assigned
* Preparation of federal and state returns for complex partnerships, corporations and REITs
* Estimated payments and partnership withholding tax calculations by state
* Information gathering and analysis for the general ledger and asset management systems including querying, asset uploads, data integrity and data management

## Qualifications for senior analyst, tax

* Proficiency in Microsoft office and knowledge of accounting/tax software
* Ability to analyze data, note issues and develop possible solutions to problems
* Ability to exercise independent judgment and decision making work in a team enviroment
* Exposure to international taxes a plus
* Must have a best practice / continuous improvement mindset
* Experience with CCH tax research tool and OneSource tax compliance software