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# Example of Senior Manager, Tax Job Description

Our company is growing rapidly and is looking to fill the role of senior manager, 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 manager, tax

* Research relevant tax laws, regulations and rulings to determine proper tax treatment of partnership Federal and state issues
* Planning and participating in tax projects and compliance on various clients ranging from middle market to multinational client engagements
* Federal, State and Local Tax Review for Partnerships, Individuals and Trusts and Estates
* Network to develop a list of contacts and begin cultivating relationships
* Manage tax accounting and reporting activities
* Advise on tax matters related to operations tax impact of business changes
* Coordinate and prepare the quarterly (including FIN18) and annual consolidated Company’s income tax provision
* Prepare and coordinate the Consolidated ETR (Effective Tax Rate) forecasting for the Company’s interim periods as requested by Senior Management
* Prepare and provide the consolidation journal entries related to the income tax provision and income tax accounts
* Preparation of the interim and annual tax consolidation and tax footnote data included within the financial statements

## Qualifications for senior manager, tax

* Enthusiasm and a track record for driving efficiency and process efficiency through standardization, automation and innovation
* Strong team management experience and a track record of training, motivating and retaining a team of staff
* Excellent communication skills and the ability to promote behavioral change across a broad range of stakeholders that exist globally
* Keen interest in automation of our processes
* A confident demeanor and the ability to build relations with firm personnel clients
* While the office is on the boarder Elgin and Hoffman Estates, many of our clients are within the Schaumburg commercial district