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# Example of Senior Tax Analyst Job Description

Our growing company is searching for experienced candidates for the position of senior tax analyst. 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 tax analyst

* Prepare/review the U.S. federal consolidated income tax return, state and local income and franchise returns
* Review and assist in preparing the quarterly and yearend tax provisions under ASC 740
* Assist with federal, state and local tax audits, respond to and resolve notices from taxing authorities and other disputes, as needed
* Participate in tax research and assist with tax planning related to special projects and business transactions
* Prepare state corporate income tax returns
* Prepare individual entity annual tax provisions
* Help prepare responses to IRS Information Data Request
* Prepare and post BCS quarterly/annual journal entries related to tax provision
* Prepare monthly tax consulting accruals
* Perform account reconciliation for various US and foreign tax accounts

## Qualifications for senior tax analyst

* Sarbanes-Oxley 404 and International tax experience preferred
* Minimum 4-6 years taxation experience in a Big Four or other public accounting firm or equivalent industry experience
* Attention to detail and good organization skills, the ability to multi-task and prioritize work in a fast paced environment
* Expert tax knowledge
* Working knowledge of Accounting, Finance, Treasury and corporate laws functions
* Five to seven years of in-depth experience in direct and indirect tax area