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# Example of Senior Tax Analyst Job Description

Our company is growing rapidly and is hiring for a senior tax analyst. 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 tax analyst

* Prepares and files international, federal, state and local tax documents, such as but not limited to returns and provisions related to state and local income taxes, within internal and statutory deadlines
* Maintains internal legislative materials by reviewing existing international, federal, state and local tax laws for updates/revisions and reports potential impacts of proposed tax laws to management
* Prepares and files international, federal, state and local tax documents, such as but not limited to tax returns and provisions, within internal and statutory deadlines
* Educate and train team members regarding respective tasks, work processes, and system tools
* Help develop team members' working knowledge of the overall business
* Working with other team members to identify potential process improvement opportunities
* As appropriate may have other responsibilities such as safety and ergonomic contact, coordination of incident reporting, controls advisory, record retention, systems power user
* Create and file state and local non-income tax returns including property taxes, sales and use taxes, and annual reports
* Prepare miscellaneous tax filings
* Provide support in the preparation of the income tax provision

## Qualifications for senior tax analyst

* A minimum of minimum two (2) years of corporate or public accounting experience in the area of corporate income tax
* Must have a Bachelor's degree – Accounting or Finance – Preferred
* Master’s degree – Taxation or Accounting – Preferred
* Must have a minimum of five years of experience in the tax area
* Must be in the same location as the job or willing to relocate
* Business, Financial, and Industry Knowledge