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# Example of Senior Tax Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior tax manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior tax manager

* Managing the preparation of the Company’s federal and state corporate income tax returns and estimated tax payments process
* Maintain working knowledge of federal and state tax rules and regulations to provide interpretation and advice to management on tax ramifications
* Manage the preparation and review of U.S. federal and state income tax filings and ensure timely submission
* Manage all U.S. federal and state income tax audits including all communication between the Company and the tax auditors
* Prepares and reviews federal and international tax calculations created in connection with the preparation of income tax returns and quarterly income tax provisions
* Assists the Director, Tax and the VP, Tax with identifying and implements potential federal and international tax planning opportunities
* Maintain the integrity of the Tax Accounting sub ledger in support of the consolidated financial statements
* Analyze income tax provision to tax return variances
* Coordinate and collaborate with other departments within the company (primarily with the finance group), to ensure consistency and alignment to ensure compliance with the Company’s reporting timelines
* Assisting VP of tax in identifying tax opportunities and mitigating tax risks and in identifying and implementing tax function process improvements

## Qualifications for senior tax manager

* Experience of operational management (for example, involvement in practice financial management)
* Exposed to transformational or change management projects either internally or for a client
* Experience of working with other delivery centres
* Successful candidates will possess ability to plan client engagements, provide tax consulting services, supervise and review work of team staff members, work closely with clients internal managers and partners
* Experience in the review of corporate returns specific to a variety of industries including Manufacturing Wholesale Distribution, Service, Retail and Restaurants
* Possess specialized knowledge of ASC 740