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# Example of Senior Tax Manager Job Description

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

* Travels to foreign locations as necessary
* Supports work associated with foreign external tax audits
* Advises accounting and operations personnel on the tax effect of actual and proposed transactions
* Assists in the coordination of work with host country accountants and attorneys in tax compliance matters and tax audits
* Reviews and/or prepares local books in accordance with the planned tax strategy and host country requirements
* Supplies host country accountants with needed information for statutory audits
* Completes 5471 forms for foreign corporations and other information necessary for the US income tax return
* Provides international tax research and planning for both corporate and personnel matters
* Prepares tax expense and cash flow budget for assigned country operation on an as-needed basis
* Prepares annual and quarterly tax accruals for assigned countries and other accruals on an as-needed basis

## Qualifications for senior tax manager

* BS in Accounting or business from an accredited university required
* Mandarin language skills highly preferred (both written and verbal)
* Experience researching and documenting complex tax issues, implementing tax savings strategies, and analyzing volumes of financial information, creating financial reports
* Strong economic orientation
* Minimum of 3 to 8 years related experience in public accounting or corporate tax department
* Partnership tax experience is a plus