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# Example of Senior Tax Manager Job Description

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

* Support federal, state and international tax audits
* Review calculation of quarterly estimated tax payments for federal and state jurisdictions
* Participate in federal and state audit process
* Review of critical Insurance Premium Taxes and VAT returns
* Ad hoc items (issues raised by the wider business that need research)
* Responsible for end to end compliance and related reconciliations, ensuring quality, accuracy and timely returns
* Responsible for updated process documentation to reflect best practice
* VAT/IPT Control Frameworks (maintaining and evidencing them)
* Responsible for monitoring all unallocated and allocated tax accounts
* Reviews proposals for tax implications and recommends actions that meet business plans while managing tax liability

## Qualifications for senior tax manager

* Strong tax knowledge and a professional accounting qualification (CPA preferred) are essential and willing to be very hands-on
* Experience in appearing/representing matters before tax and regulatory authorities preferred
* Ability to interact with multiple departments within an organization
* Experience with complex individual tax compliance and planning estate tax compliance and planning are a plus
* BS/BA degree with minimum 4-6 years proven tax manager in securities taxation
* Tax technical background (chapter 3, 4, 61, 302, 305, 871(m) )