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# Example of Specialist, Tax Job Description

Our growing company is hiring for a specialist, tax. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for specialist, tax

* Review monthly provisional Income Tax and Value Added Tax installments tax withholdings from foreign residents
* Maintain records of fiscal accounts (CUCA, CUFIN, fiscal cost of shares for Mexico, US and Canada)
* Analyzes the tax matrix to ensure the matrix aligns with tax regulations
* Reviews product item numbers to ensure proper tax codes are assigned to the items
* Researches product codes to determine tax exemptions and credits
* Corresponds with customers and vendors to resolve questions concerning tax treatment of invoices
* Communicates with vendors to ensure UPS Oasis billing is accurate
* Responds to assessment notices to resolve tax filing issues
* Prepares refund applications to request tax refunds and monitors the status of the refund
* Audits the initial sales and uses tax audit exceptions to identify the correct tax treatment, including identifying and providing the necessary supporting documentation

## Qualifications for specialist, tax

* Team player and detailed oriented
* Qualified candidates will have a minimum of 4 years of experience in the areas of income tax research, federal income tax impact calculations/modeling, compiling/drafting tax documentation, and addressing the tax impacts of business transactions, in either a large accounting firm environment, large corporate environment or both
* Bachelor degree in accounting/ tax or related
* At least 4 years' experience in tax field
* Tax research and analytical skills, including proficiency in the use of Taxnet ProWe thank all applicants in advance for their interest
* 1-3 years of Accounting or Corporate Income Tax experience