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# Example of Specialist, Tax Job Description

Our company is searching for experienced candidates for the position of specialist, tax. 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 specialist, tax

* Model and reinforce ethical behavior in self and others by adhering to organizational policies and guidelines
* Assist in the resolution of return issues with state and local tax authorities
* Assists in the preparation of components of federal income tax returns
* Assists in special projects or reports
* Ability to perform research, analysis and provide recommendations to tax policies and procedures
* Keep current on changing tax rules and regulations
* Review A/P invoices to determine appropriate use tax accrual
* Respond to sales & use tax questions
* Disseminate appropriate tax information and updates to internal customers
* Reconciliation of GL sales tax accounts to sales tax filings

## Qualifications for specialist, tax

* Very good working knowledge of MS Word, Excel, MS PowerPoint and MS Outlook, knowledge SAP preferable
* Fluent English - – especially writing
* Good communication skills, strong organized and analytical mind ability to multi-task and prioritize
* Experienced with SAP HR, SAP FI, SAP Time Management, Business Objects or other query type software
* Ability to understand employment contracts and manage critical deadlines
* Demonstrated ability to work in a team environment to accomplish tasks independently