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# Example of Staff Tax Job Description

Our company is growing rapidly and is looking for a staff tax. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for staff tax

* Prepare tax returns including supporting work papers for various entities such as individuals, corporations, partnerships, estates, trusts, non-profits
* Gain basic to intermediate knowledge on applicable tax software (e.g., ProSystem Engagement, Tax, XCM)
* Gathers management and accounting information
* Conducts research as necessary to determine compliance with the tax laws
* Reviews corporate and partnership legal documents and correspondence as needed to ensure correct preparation of tax returns
* Assists with preparation of quarterly FAS 109 calculation for the Company’s public filings
* Great benefits with ample PTO, 401k match
* Company sponsored product and service discounts
* Location accessible by Blue Line
* Great upward mobility and encouraging leadership

## Qualifications for staff tax

* 5-7 years indirect tax experience
* OneSource/GoSystem tax software experience preferred
* Experience as an intern in a public accounting environment and/or six months to 2 years public accounting experience preferred
* Should be preparing for or already passed the CPA examination
* Exposure to, or basic understanding of, income tax a plus
* Must meet minimum requirements to sit for the CPA exam or already passed the CPA examination