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# Example of Staff Tax Job Description

Our growing company is searching for experienced candidates for the position of staff 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 staff tax

* Maintain Area office and its Tax ID number
* Prepare returns for monthly, quarterly and annual tax filings
* Prepare US International tax compliance requirements, including Forms 5471, 8865, and 8858
* Assist with calculations for subpart F and section 956 loan calculations
* Assist with various other aspects of tax, including IRS audits, tax research, tax provision and foreign local tax filing requirements
* Completing and filing business license applications and renewals
* Assisting with the compilation of data for Personal Property Tax reporting
* Managing the employee W2 hotline January-March, annually (log call details)
* Assisting with the compilation of data for Sales-Use tax audits
* Miscellaneous support duties within the department, as needed

## Qualifications for staff tax

* Atleast 1-2 years public accounting firm experience
* CPA or 150 credit to sit for the exam
* Must be able to handle multiple priorities, tasks and projects simultaneously
* Proficiency in compliance technology applications including Pro Systems, BNA Income Tax planner and Microsoft products
* Overall knowledge of accounting principles, practices, and procedures
* Knowledge of Accounting Software Systems strongly preferred