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# Example of Staff Tax Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Analyzing sales tax reports
* Assist with sales tax account reconciliation
* Research and summarize legal sales tax regulations
* Research Sales Tax Exemption Certificates
* Assist with levy notices and commission withholdings
* Assist with employment verification requests
* Prepare and maintain all sales and use tax licenses
* Assist with assembling sales tax audit documentation and research
* Assist in 1099/T4A audits
* Performs a variety of other related tasks, as required

## Qualifications for staff tax

* Understand role an adapt quickly
* CCH3 software experience/knowledge a plus
* Comfortable collaborating with internal (2 other offices) and external clients
* Ability to be comfortable and confident with client facing to represent the company
* Active Certified Public Accounting License (eligibility to sit for exam-minimum)
* Detail-oriented nature required