Downloaded from <https://www.velvetjobs.com/job-descriptions/state-local-tax-manager>

# Example of State & Local Tax Manager Job Description

Our growing company is looking to fill the role of state & local tax manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for state & local tax manager

* Manage all aspects of sales and use tax audits including retrieving, organizing and reviewing requested tax documents
* Preparation of sales and use tax reserves and evaluation of reserve needs
* Prepare the state tax provision and provide analysis regarding said provision
* Research and document and conclude on related to day-to-day state tax matters
* Draft articles/summaries of technical matters for internal circulation
* Review, manage and conclude on all state controversy matters including state tax examinations, preparation of protests and private letter rulings
* Assist in the monitoring of state and local direct and indirect income tax risk associated with business units to assist in mitigating tax risk
* Thorough understanding of multi-state income and franchise taxes
* Experience with indirect taxes such as sales and use taxes
* Research and inform company on proper calculation and interpretation of Sales & Use tax

## Qualifications for state & local tax manager

* Strong PC skills proficiency with the rest of the MS Office suite
* BA in Accounting and a CPA or MST with some public accounting a plus
* Experience with SAP and CorpTax a plus
* Minimum of 8 years' experience with a public accounting firm and/or publicly held company
* CPA certificate or Masters in Taxation preferred
* Ability to interface with multiple groups inside tax across functional groups outside the tax function