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# Example of State & Local Tax Manager Job Description

Our company is growing rapidly and is looking to fill the role of state & local tax manager. 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 state & local tax manager

* Responsible for leading the accurate and timely preparation of multi-state income, franchise and gross receipts tax returns
* Identifying state & local tax issues related to changes in corporate operations and new business initiatives
* Researching state and local indirect tax issues including taxability of products and services
* Preparing detailed written tax guidance
* Facilitating tax department projects
* Manage state tax examinations
* Build and manage client relationships, supervise, mentor, and develop staff
* Develop and implement audit defense strategies and best practices for tax audits
* Oversee maintenance of tax calendar and account reconciliations
* Assess and implement use tax accrual improvements to minimize tax exposure

## Qualifications for state & local tax manager

* 6+ years of experience in a tax, transaction advisory services practice
* Broad (income, franchise, gross receipts, sales and use, personal property) and deep (mergers and acquisitions and tax due diligence) state and local tax experience
* Working as a part of a multi-disciplinary team that focuses on delivering due diligence and tax structuring services, and communicates findings and opportunities to clients
* Managing due diligence projects by leading client calls and interviewing targets and tax advisors
* Working in conjunction with Lead tax for any follow through from due diligence including state tax nexus analysis and voluntary disclosure filings
* Working with and assisting other senior members of the M&A Tax practice with various technical tax issues dealing with sales and use, income franchise, property tax, payroll tax and escheat tax