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# Example of Tax Accounting Manager Job Description

Our company is looking for a tax accounting 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 tax accounting manager

* Review uncertain tax positions for the company under ASC 740
* Oversee preparation and filing of federal, state and local income tax returns and estimated payments
* Oversee planning and compliance for state and local taxes
* Compliance with all intercompany agreement requirements, calculations, and payments
* Financial statement presentation and SOX documentation
* Research and resolve tax and tax accounting issues
* Ensure the company complies with all Sarbanes-Oxley Internal Control policies and GAAP requirements by setting and imposing policies within Tax and Legal Entity Accounting reviewing reports and analysis required for internal/external auditors and statements
* Develops, mentors, coaches and leads staff ensuring the development of employees through orientation, training, establishing objectives
* Manage and review all tax accounting including quarterly and annual calculations of the effective tax rate, reporting of tax reserves and external tax disclosures (Forms 10K, 10Q)
* Forecasting and analysis of quarterly and annual effective tax rates

## Qualifications for tax accounting manager

* BA/BS in Accounting or Finance or equivalent
* CPA is required - no exceptions
* 5+ years of recent public accounting experience managing multiple tax accounting projects and engagements
* Ability to work under pressure to achieve all the taxation deadlines
* Numerical and computer literacy
* Minimum 7-8 years in tax with a large public accounting firm or equivalent experience in a corporate environment, with a minimum of 5 years as a Director/Sr