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# Example of Tax Accounting Job Description

Our innovative and growing company is hiring for a tax accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax accounting

* Maintains relationship with daily client contact
* Performs daily work with medium complexity, including closing full set of book, , preparation of annual financial statements, preparation of GST returns, preparation of tax returns with tax computations, accounts payable payment support services, and other tailor made management reports/ financial analysis
* Maintains relationship with clients
* Performs daily work with high complexity, including closing full set of books, preparation of annual financial statements, GST returns and tax returns with tax computations, accounts payable payment support services, and other tailor made management reports/ financial analysis
* Liaise with external auditors and tax agents
* Assists Manager in preparing proposal for clients
* Supervises junior staff and reviews draft deliverables
* Assists Manager/HOD to implement internal control procedures and train junior staff
* Monitor completion of time sheets
* Handle full set of accounts for clients

## Qualifications for tax accounting

* Experience with managing taxes in several States State Tax Audits
* Interface with Corporate operating companies
* Identify and research tax issues using tax library and on-line tax services
* Prior public or related experience, minimum of 6 years, although may be flexible for the right person
* A minimum of 5 years previous experience within tax compliance
* Local and International technical tax Programs