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# Example of Tax Advisor Job Description

Our innovative and growing company is hiring for a tax advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for tax advisor

* Review quarterly tax provision ensuring compliance with U.S. GAAP reporting
* Manage tax inquiries and tax audits conducted by the tax authorities
* Monitor and analyze proposed and newly enacted tax legislation, regulations and judicial decisions that impact the company’s operations and financial positions
* Accurate and timely filing of income and sales tax returns
* Supporting quarterly income tax provision process
* Preparing working papers for annual corporate tax returns
* Providing technical guidance on complex corporate, sales and compensation tax matters
* Identifying and mitigating tax risks
* Prepare tax related journal entries and reconcile tax account balances on general ledger
* Supporting SRE&D claims and sales tax recovery projects

## Qualifications for tax advisor

* Advanced knowledge of Partnership taxation
* Advanced level of business acumen in Tax within the business operations, industry practices and emerging trends
* Responsible and accountable for highly complex tasks and/or projects
* Excellent knowledge of Russian tax legislation, in particular, related to upstream oil and gas taxation, principles of application of international tax legislation
* Completion of an undergraduate degree in Accounting or related field and 1+ years related experience required or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job
* Possession of a professional certification preferred