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# Example of Tax Analyst Job Description

Our innovative and growing company is looking for a tax analyst. 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 analyst

* Maintain all compliance records in accordance with document retention policies
* Prepare fixed asset rollforwards reflecting beginning balances, additions, dispositions and other adjustments for Book, Tax, AMT and ACE
* Prepare forecast depreciation and projections on an as needed basis
* Prepare certain tax returns and/or supporting workpapers, schedules
* Prepare tax account reconciliations, journal entries, check requests, SOX testing, tax research
* Preparation and management of multi-state monthly, quarterly and annual sales and use tax filings, GST/HST and VAT tax filings and other miscellaneous tax filings
* Maintaining the tax compliance calendar
* Reviewing and maintaining the tax exemption process
* Attending routine meetings with business Managers, Analysts, and Staff to monitor new transactions and activities for tax planning or reporting opportunities
* Ensuring deep and up-to-date knowledge transfer on related tax laws and changes to proactively provide information to the business for immediate action

## Qualifications for tax analyst

* MST or MBA preferred
* Strong desire to develop a career path
* Prior knowledge of web based tax software desired, knowledge of Microsoft office
* Exceptional Tax knowledge
* Assist with the preparation of the necessary paper work in the different Fiscal inspection and Fiscal information requirement (AFIP, CABA, ARBA, Tucuman province, etc)
* Collaboration in gathering and analyzing documentation for CM05 filings