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# Example of Tax Analyst Job Description

Our growing company is looking for a tax analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tax analyst

* Coordinate and support efforts to gather data and information to claim relevant income tax credits and incentives at the federal, state and international levels (i.e., R&D Credits, Section 199)
* Review calculations and workpapers
* Coordinate and participate in technical discussions and reviews
* Support income tax audits
* Identify areas for process improvements and coordinate with Tax Technology Team to facilitate streamlining and automation of recurring calculations
* Preparation of Irish corporation tax computations and returns and all other relevant claims and elections for all the Irish legal entities
* Compile requested financial information for Canadian tax returns
* Monitor and support local country tax compliance processes
* Perform accounting activities in compliance with HP accounting policy
* Assist HP tax or finance global projects

## Qualifications for tax analyst

* Public accounting or corporate tax experience, preferably with federal, state and local compliance experience
* Maintains high quality standards for all work products, and continuously drives for efficiency and improved performance
* In support capacity, works with a high degree of urgency and responsiveness, taking responsibility for seeing that all deadlines are met, and that colleagues receive prompt responses
* Strong organization skills necessary to maintain complete and accurate tax files and manage tax due date calendars to ensure timely filing of tax returns and payment of taxes
* Manages multiple priorities, competing deadlines, and shifting degrees of urgency, with calm diligence and a positive attitude
* Communicates proactively with team, not just when activities are completed, acknowledging requests from colleagues