Downloaded from <https://www.velvetjobs.com/job-descriptions/tax-assistant>

# Example of Tax Assistant Job Description

Our company is searching for experienced candidates for the position of tax assistant. 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 assistant

* Processes tax extensions, Master Service Agreements and addendums
* Performs quality control review of tax returns and data entry and reconciliation in a variety of systems
* Functions as the technology liaison for the group providing training on new software to tax group
* Scans and files documents in electronic filing system
* Updates internal website for the region’s tax group using SharePoint
* Coordinates and leads implementation of new firm tax software in compliance with firm standards
* Enters and maintains client service professionals assignment schedules
* Tracks due dates and communicates status to appropriate person in charge
* Assists with expense reports
* Provides backup reception rotation coverage and IT assistance as necessary

## Qualifications for tax assistant

* Reviews calendars and anticipates logistical opportunities or needs to assist assigned Partners and Senior Managers
* Coordinates meetings including preparing meeting materials, coordinating catering, and sending meeting appointments via Outlook as appropriate
* Prepares and sends mail including arranging courier service and FedEx shipments
* Minimum 5 years of post CA qualification
* Willingness to work in different time zones to support clients.Big 4 tax background preferred.\
* Taxation experiences within a shared services environment or financial services