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# Example of Tax Assistant Job Description

Our growing company is looking to fill the role of tax assistant. 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 assistant

* Work closely with tax leadership to support all aspects of the tax department , its principals, clients and staff
* Support all aspects of the tax department, to include but not limited to ordering tax supplies/research materials to managing E-file system and other tax software management
* Assemble and process tax returns and process extensions as needed
* Perform full administrative duties including typing memorandums and engagement letters, correspondence, documents and reports, usually from rough draft, and edit for grammar, punctuation, and spelling as needed
* Prepare, in draft form, routine correspondence as requested and organize workload to comply with deadlines and priorities established by the principals
* Communicate messages to principals, managers, and staff to resolve client questions on a timely basis
* Covers phones/reception area as back up
* Designated GFR tax champion for group
* Learning Network Resource for office
* Maintain and coordinate calendars and conference rooms, schedule appointments and meetings

## Qualifications for tax assistant

* High level of proficiency with Microsoft Office Suite, including advanced capabilities using Word and Excel
* High level of organization and ability to efficiently complete multiple projects with limited supervision
* Experience in a public accounting, finance or legal firm is preferred
* Two years of administrative experience in an office environment
* Ability to work additional hours as needed around tax deadlines
* Managing and consulting to a portfolio of medium to large corporate clients, locally and internationally