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# Example of Tax Assistant Job Description

Our growing company is searching for experienced candidates for the position of tax assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax assistant

* Will assist in replenishing and maintaining inventory of Boston office stationary and general office supplies including office coffee service
* Must follow established firm policies as they relate to client matters and employee personnel policies
* Provide clerical assistance to the group by assembling and filing tax returns
* Manage tax organizer/engagement letter mailing
* Provides outstanding personalized service to High Net Worth clients
* Resolves client issues in a timely and courteous manner
* Ensure clients are quickly connected to the appropriate person with the expertise to meet their needs
* Respond to client and client team regarding general inquires (copies of returns
* Download client tax forms from system
* Maintain all required Account Master and Tax Return field in Tracking

## Qualifications for tax assistant

* Competence in Excel, Word, Alphatax
* Degree in Accounting/Economics/Taxation from recognised universities or any professional qualification
* Bachelor’s degree in Economic, Finance and Accounting or related
* Accounting and/or Tax qualification (ACA, ACCA, CTA or equivalent)
* 2 years experience in an Accounts Receivable environment
* 10 key data entry preferred