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# Example of Tax Associate Job Description

Our company is growing rapidly and is hiring for a tax associate. 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 associate

* Assisting on a wide array of tax issues and documentation related to M&A
* Participating in federal, state and local, and international special projects
* Assisting in preparation for tax examinations in various jurisdictions
* Providing guidance on proposed state tax legislation
* Participate on federal tax projects involving items such as accounting methods
* Identify opportunities for process improvements and the integration of technology into tax reporting functions
* Frequently interacting with employees throughout the organization including Treasury, Accounting, Finance, Legal, and operations
* Prepare and sometimes review individual tax returns, quarterly and annual income tax projections, estimated tax vouchers, extension forms and all related work papers
* Track the status of assignments and
* Assist and participate in the research of pertinent tax issues

## Qualifications for tax associate

* 3-5 years of experience in a public accounting or professional services firm Candidates should have an active
* CPA or be eligible to sit for the CPA exam
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* Bachelor’s or Master's degree in Accounting, with a required minimum of 1-2 years of public accounting experience
* Experience working with exempt organizations is a plus
* Knowledge of ProSystem Tax is a plus