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# Example of Tax Clerk Job Description

Our company is growing rapidly and is looking for a tax clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax clerk

* Assists in gathering information to prepare for sales tax audits
* Assists branches with sales tax issues
* Prepare and file sales and use tax returns and ensure accuracy
* Assist with global indirect tax return preparation
* Maintain documentation of customer exemptions
* Answer general sales and use tax questions via phone, email, and in person
* Work with external contacts to resolve time-sensitive issues
* Organize and maintain filing of invoices and statements
* Document and assist in tax rebate processes
* Prepare and file annual business licenses

## Qualifications for tax clerk

* 2 years of college or AA in Accounting related subjects
* High School graduation or equivalent (GED or other certificate)
* A team player, with good interpersonal skills and a great attitude, work ethic and willingness to learn
* Three years of clerical and/or customer service experience
* Previous accounting experience is strongly preferred
* Ogden, UT 233 vacancies