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# Example of Tax Clerk Job Description

Our growing company is searching for experienced candidates for the position of 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

* Assist with preparing annual state reconciliation to W-2 totals
* Assist with filing state & local income tax returns
* File & complete business licenses
* Respond to fed & state payroll / Tax notices
* Assist with tax departments help desk issues
* Organize loose documents in alpha numeric order
* File, maintain, and organize tax folders
* Assist with archiving tax returns in document management system
* Cover phones for lunch at front desk
* Prepare spreadsheet for KS Department of Revenue deliveries - tax returns, payments and vouchers

## Qualifications for tax clerk

* Four-year degree in Finance / Accounting preferred or equivalent experience
* Candidate will be required to work with field staff across the country and provide excellent customer service
* Ability to efficiently manage a tax calendar and complete all monthly tasks in addition to other duties as assigned
* Bachelor’s degree in Accounting or related discipline preferred
* Previous clerical and customer service experience
* Previous experience with SAP or similar accounting system