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# Example of Tax Compliance Manager Job Description

Our innovative and growing company is looking for a tax compliance manager. 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 compliance manager

* Tax Accounting / Tax Return
* Ensure that corporate tax audits well managed and queries from Group Tax I Group Reporting and external auditors answered comprehensively and in a timely fashion
* Supporting the Unit lead in the ongoing management, strategic direction and advancement of the GES tax compliance centre
* Support the Tax Controversy group involving international issues and related information requests
* Responsible for keeping abreast of current developments and preparing tax alerts for the Firm designed to advise team members on current developments coming out of Washington and the courts as they relate to their practice)
* Provide technical support to team members in the tax, audit, consulting and internal HR practices on employee benefit/executive compensation issues affecting their projects (it is anticipated that this will entail either briefing the team member on the relevant issues, attending client meetings with the team member, or by reviewing the issues with the client or its legal counsel or advisors directly
* Responsible for both formal (internal and external participation in seminars and conferences) and informal employee benefit/executive compensation training in the context of the tax, audit and consulting practices, preparation of articles for publication in professional journals or treatises and participation in government hearings and conferences on behalf of the accounting profession
* Responsible for assistance in the development of new business product and service line strategy in area of the tax and audit practices
* Responsible for assisting the National Controversy Group with technical employee benefits / executive compensation support in connection with clients undergoing tax examinations by the Internal Revenue Service
* Review global tax fixed asset ledgers with respect to conversion of ledgers into the automated depreciation system, which may require travel to foreign offices

## Qualifications for tax compliance manager

* Fas 109 / ASC 740 knowledge
* 8 years of relevant tax experience - preferably a mix of public accounting and industry
* Background researching foreign tax matters and reviewing indirect taxes
* Familiarity with FIN 48 and ASC 740
* Tax research related to new laws, regulations, and relevant business issues
* Closely work with external CPA firm on sales/use and income tax returns