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# Example of Tax Compliance Job Description

Our innovative and growing company is hiring for a tax compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax compliance

* Perform tax research and draft memorandums on various federal and state tax issues
* Drive development of technology solutions for tax compliance technology solutions
* Manage key external advisor relationships
* Train and mentor of tax group
* Review and sign off on tax returns prepared internally
* Manage external tax advisors to ensure timely filings for all US tax returns, sign off on returns prepared by external advisors when needed
* Ensure the proper, accurate and complete reporting of foreign transactions under applicable US rules
* Manage a staff of 3 to 5 people, able to effectively work with and manage people from different backgrounds
* Interfacing with the transfer agent to ensure such information is properly reported on the Form 1099-DIV
* Working with the accounting department in the quarterly FAS 109 calculation

## Qualifications for tax compliance

* Willingness to develop proficiency with accounting and tax systems and processes
* Experience in dealing with senior executive personnel across multiple time zones
* Experience and enthusiasm for the media industry an advantage
* Experience with Corptax income tax and provision software is a plus
* 5+ years of well-rounded experience in multinational corporate taxation
* Interfacing with outside auditors