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# Example of Tax Coordinator Job Description

Our company is searching for experienced candidates for the position of tax coordinator. 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 coordinator

* Experience preparing business licenses or permits for multiple states or municipalities
* Experience preparing unclaimed property tax returns
* Strong proficiency with Excel, Word, and Internet research
* Able to prioritize work and meet multiple tight deadlines
* Reconciling payroll controls to quarterly and annual returns prepared by ADP Payroll Tax Services to W-2 and Form 1099 filing
* Reviews and reconciles time off balances for accuracy
* Supports special projects as directed
* Prepare all business licensing, annual reporting and permitting for practice hospital locations
* Prepare multi-state sales/use, property tax and miscellaneous other tax returns
* Research multi-state licensing requirements (business, occupation, etc) and sales and use tax regulations

## Qualifications for tax coordinator

* Our Brazilian operations and will be based in São Paulo
* Experience – minimum of 3 years continuous full-time payroll tax experience working with multiple EIN’s and multi-state payrolls
* Associate degree from an accredited college, or equivalent experience/combined education
* Experience and knowledge in SAP and Workday payroll and Kronos time management systems general computer skills, MS Project, Excel, Word, PowerPoint, SharePoint
* Provide property tax and sales and use tax documentation to assist during audits
* Bachelor’s degree in Finance, Accounting, or related field is preferred, or the equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities