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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

* Coordinate electronic tax filing training with Internal Revenue Service (IRS) and for special duty personnel and community volunteers
* Assist with resolution of tax problems
* Coordinate, monitor, train and assist Unit Tax Advisors
* Maintain federal and state tax forms
* Handle incoming and compose/review outgoing correspondence related to income taxes
* Procure tax software, research materials and basic office supplies
* Prepare legal instruments under attorney supervision
* Use variety of automation hardware and word processing software
* Prepare various personal property tax renditions, includes filing electronically or via mail
* Creates marketing materials for use by practice group members and others in pitches, proposals, and other promotion

## Qualifications for tax coordinator

* Course work in Finance and/or Accounting from an accredited college or university is desirable
* Professional certification - Fundamental Payroll Certification or Certified Payroll Professional
* 1+ years experience with Workday HR System
* 1+ years experience with case management systems
* 1+ years experience with ADP Smart Compliance
* Good organization skills, ability to multi-task, meet strict deadlines and deliver high quality work