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# Example of Tax Coordinator Job Description

Our company is searching for experienced candidates for the position of tax coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tax coordinator

* Process high-volume, time-sensitive tax filings (quarterly and annual), including copying returns, gathering supporting documents, obtaining check requests, preparing certified mailings and maintaining tax return files
* Prepare basic tax forms (training will be provided) and enter information in tax preparation software
* Prepare various tax forms and/or filings (such as F8802, F720, F5713, F5472 information, 10425 FBAR, residency certificates, ) as part of tax compliance requirements and/or business support
* Effectively communicate with the tax team, other departments and external parties
* Approach work proactively, looking for ways to improve current processes and anticipating the needs of the team
* Work to achieve objects and deliver results with a short term, operational focus as part of the department targets
* Manage cost centers and support cost center manager in all financial tasks
* Prepares, analyzes, and tracks expatriate payroll, compensation, benefits, global mobility and other assignment-related issues
* Supports the global tax compliance process, assisting with tax returns, statements, elections
* Responsible for updating schedules, databases, organizational charts and other tax tools as changes occur in the legal entity structure, tax laws

## Qualifications for tax coordinator

* Oracle and sales tax software experience is a plus
* Experience and proven ability to be organized in a high volume or fast paced environment
* Ability to analyze data and recognize, investigate and resolve discrepancies or inconsistencies
* Must be an “Accountant” registered in Mozambique
* Degree/ MBA in the relevant discipline
* Previous experience in an accounting firm is considered a plus