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# Example of Tax Director Job Description

Our innovative and growing company is looking to fill the role of tax director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax director

* Ensuring the tax organization is fully staffed, functioning and proactively discharging its responsibilities
* Research and provide guidance on myriad tax issues, predominantly as they relate to not-for-profit clients
* Participate and present at Firm Sponsored CPE events, external industry events
* Work with and support the audit teams on any tax issues that may arise
* Supervise preparation and review quarterly tax provision including deferred tax calculations and tax-related financial reporting
* Assist with ad hoc tax inquiries relating to various transactional taxes
* Preparation of company tax provisions and related financial statement disclosure
* Transferring Pricing Documentation
* Tax Planning and cash management
* Prepare documentation for and support for uncertain tax positions (FIN48)

## Qualifications for tax director

* 10+ years of corporate tax experience for domestic and international operations
* Preference will be given to individuals with a CPA license or CPA candidate and advanced degree
* Excel, Lotus, Word, FastTax, CCH Research Software
* This position requires a high level of analysis on a daily basis
* Bachelor’s and/or Master’s in Tax
* Expertise in PRC corporate taxation