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# Example of Tax Director Job Description

Our innovative and growing company is looking to fill the role of tax director. 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 director

* Manage or participate in tax audits, protests and appeals
* Interpret and analyze legislative changes
* Prepare tax disclosures and footnotes for SEC reporting
* Assist the Production Finance Team with evaluating and obtaining production tax incentives (both domestic and international)
* Manage the day-to-day tax operations of our growing cross-border studio productions business
* Act as a liaison with our Government Relations Team on working with various Governmental agencies around production tax incentive related issues
* Monitor and analyze existing and proposed tax legislation and assist in defining and implementing appropriate international tax planning strategies
* Management and development of tax staff
* Improve operational effectiveness of the tax department
* Tax planning for business operations

## Qualifications for tax director

* At least 6 years working experience in managerial position and good leadership skills is must
* CPA and CTA (Tax agent certificate) are preferred
* Ability to advocate and implement professional development for self, direct reports and others, including capability to work with peers and other resources to provide development and mentoring opportunities
* Ability to communicate and interact effectively with individuals at all levels internally outside of the firm
* Excellent written and verbal communication skills strong analytical and problem solving skills and attention to detail
* 10 years relevant experience with at least 5 years with a Big 4 accounting firm