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# Example of Tax Director Job Description

Our company is looking for a 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

* Research, evaluate, communicate and advise on the implications of emerging tax issues and new business ventures
* Develop and support a team of tax professionals with clear objectives and consistent feedback
* Maintain and evolve financial controls consistent with SOX/404 requirements
* Maintain strong relationship with business units
* Preparation of deliverables for our external tax accountants to prepare and timely file all necessary periodic income tax filings
* Prepare and disseminate quarterly member tax projections and distributions
* Prepare other tax filings including property, sales and use tax, and unclaimed properties
* Research global strategic tax planning initiatives and be the point person for implementation
* Identify areas of efficiencies within tax
* Participate in the development and execution of strategy necessary to efficiently and timely achieve the department’s filing and reporting obligations

## Qualifications for tax director

* Proficient in Microsoft Excel and data management is required
* Strong international tax background, especially in Canada
* Experience managing tax audits
* Proven record leading and developing staff
* Must have excellent interpersonal, verbal and written communication skills and ability to translate complex tax matters to management/cross-functional partners
* 5 to 12 years of tax compliance experience in the alternative asset management industry with a specific focus on hedge funds (preferably at a big 4 accounting firm, an investment manager or both)