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# Example of Tax Experienced Staff Job Description

Our company is looking for a tax experienced staff. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for tax experienced staff

* Preparation of foreign filings including Forms 5471, 8621, and 8865
* Preparation of partnership withholding forms including Forms 1042 and Form 8804
* Preparation of partnership capital accounts and allocations
* Analysis of securities transactions including wash sales, constructive sales, straddles, and qualified dividends
* Prepare complex tax returns for individual and fiduciary clients
* Participate in tax planning projects
* Utilize and develop a basic understanding of various tax programs and tax software

## Qualifications for tax experienced staff

* Prepare returns for sales and use tax and other state and local taxes
* Maintain a good working relationship with clients and staff at all levels to gather information and provide tax services
* A minimum of one year current or recent sales/use tax experience
* Proven ability to meet multiple challenging client requirements and provide services with effective time management
* Experience with Avalara and Vertex preferred but not required
* Venture Fund industry experience preferred