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# Example of Tax Lead Job Description

Our company is looking to fill the role of tax lead. 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 lead

* Reconcile and analyze the property tax accounts versus the General Ledger and budget forecasts
* Help develop and help oversee the implementation of tactics and strategies
* Identify and pursue property tax savings opportunities
* Proactively research, produce, monitor and analyze property tax rules, regulations and legislation
* Assist in the development of process and policy specifications
* Negotiate and agree valuation issues with various local and state governmental agencies
* Contribute to the identification and formulation of strategic objectives specific to property tax
* Develop and utilize peer group network
* Serve as SME in multiple areas
* Lead the daily activities and workflow of assigned employees

## Qualifications for tax lead

* Intermediate to Advanced level of expertise in Microsoft Word, PowerPoint, Excel, Adobe Professional, Outlook, and web based applications are required
* Ability to multi-task and manager priorities
* Minimum of 4 years recent tax/business services experience
* Must have bank trust tax experience or equivalent high volume in fiduciary tax preparation experience
* Experience with Thomson Reuters Onesource Trust Tax system
* Experience with Global Plus Trust Accounting System