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# Example of Tax Lead Job Description

Our company is growing rapidly and 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

* Research various federal and state tax related issues
* Working with various Audit teams to pull data, and explain process during internal/external reviews and Responsible Officer attestation process
* Support hiring and training efforts
* Prepare monthly VAT report for the countries
* Reconcile VAT reports, payments and refunds with the balance sheet
* Serve as SME in multiple areas of the processing environment
* Lead the daily activities and workflow of assigned employees who are responsible for processing property tax payments
* Provide client updates/reporting using Excel
* Ensure protocols are being followed and work in completed in an accurate and timely manner
* Application coordinator in the IT Enterprise Systems group focusing on the Indirect Tax applications – OneSource, iGen, Avalara etc

## Qualifications for tax lead

* Applicants must be willing to work in Sto Tomas Batangas or Sta
* Candidate must possess at least a Bachelor's/College Degree Finance/Accountancy/Banking, Law Degree or equivalent
* Bachelor’s degree in Accounting, Finance, Business or Economics from an accredited institution
* Masters in Taxation or Accounting and/or CPA preferred
* International tax compliance preferred
* Technical tax research experience and skills a plus