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# Example of Tax Manager / Senior Manager Job Description

Our innovative and growing company is hiring for a tax manager / senior manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tax manager / senior manager

* Work with outside tax advisors to assist in their preparation of 250+ partnership tax returns annually
* Work with Portfolio companies to ensure compliance with withholding and reporting requirements
* Assist with tax research and planning for acquisitions, dispositions and reorganizations relating to foreign and domestic investments firm operations
* Assist with the communication of tax information to Limited Partners and members of the firm
* Work with tax team to assist in tracking of all legal entities and maintenance of annual tax calendar
* Work closely with Partnership Accounting group to ensure proper calculation of tax adjustments
* Oversee calculation and review of quarterly and year-end tax reporting
* Responsible for completion of direct tax returns
* Assist external auditors with income tax reporting matters
* Partnering with domestic and foreign external tax advisors to ensure all work performed by external advisors is completed in a timely and accurate manner

## Qualifications for tax manager / senior manager

* 2+ years of international tax is preferred
* Excellent verbal and written communication and excel skills
* Internet or software industry experience preferred
* 10+ years of related Tax experience (990 Non-Profit
* 10+ years Tax experience (Compliance
* Bachelor Degree related to Finance or Accounting