Downloaded from <https://www.velvetjobs.com/job-descriptions/tax-manager-senior-manager>

# Example of Tax Manager / Senior Manager Job Description

Our company is looking for a tax manager / senior manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax manager / senior manager

* Perform due diligence and strategic analysis regarding the Indirect Tax impact of mergers, acquisitions, dispositions and restructuring
* Implement identified operational efficiencies
* Assist subsidiaries with indirect tax issues, as needed
* Calculates quarterly and annual estimated tax liability and ensures prompt and accurate payment to the IRS
* Maintains the underlying tax database utilized for tracking the tax basis of fixed assets
* Proactively research existing and proposed state tax law to determine impact on clients’ financial position
* Assist when necessary the Head of Tax - Europe and Asia in dealing with ad hoc queries from the business on taxes and carry out and document research as required
* Work as part of a multi-disciplinary team helping to provide industry knowledge and experience, industries may include but not be limited to financial services, insurance, manufacturing, retail, or utilities
* Candidates should be growth-motivated with the objectives to grow his/her practice with compliance and consulting service
* Review federal, foreign, state and local income and partnership (REIT) tax returns (Form 1120, 1120F, 1065 and state unitary returns) including provision to return adjustments

## Qualifications for tax manager / senior manager

* You enjoy keeping up-to-date on the ever-changing tax industry’s regulations and policies
* You have a knack for solving problems and easily notice issues while bringing solutions to the table
* You take pride in helping others, and you are ready to take on the challenge of leading a team of high-performing individuals
* You have knowledge of and exposure to a variety of industries and the ability to read a financial statement
* You are efficient and possess a strong work ethic
* In addition to all of this, you have a Bachelor's degree in Accounting, hold an active CPA license and have at least 5 years of experience in public accounting with an emphasis on consulting and strong income tax compliance experience