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# Example of Tax Operations Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of tax operations analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax operations analyst

* Act as a contact point for Relationship Managers / Client Service staff for complex tax documentation issues
* Attend / deliver internal and external presentations
* Support Tax Training initiatives / undertake cross training with other members of the team
* Maintain tax document templates for internal use
* Ensure adherence to Standard Operating Procedures as per departmental guidelines
* Identify and manage risk situations, escalating where appropriate
* The incumbent will sit on a global change management committee and will be responsible for ownership of all aspects of the project management process cycle from a tax perspective
* Analyze, build, test, and implement routine price changes
* Analyze, build, test, and implement rate structure changes
* Analyze, build, test, and implement marketer price changes

## Qualifications for tax operations analyst

* Ability to develop project briefs for technology developers
* 2 to 3+ years of Banking / Cash Product / Securities / Processing experience in financial services environment
* Highly organized with the ability to manage a variety of tasks and deliverables
* Intermediate knowledge of Microsoft Excel applications (functions V-Lookups
* Basic working knowledge of the other Microsoft Office applications
* General to intermediate accounting (debit and credit) knowledge