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# Example of Tax Operations Job Description

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

## Responsibilities for tax operations

* Preparing tax returns, tax provisions, and supporting documentation
* Assisting with the compilation of various financial information reports (pulling data from SAP) to support tax compliance and accounting
* Assisting with tax research and related memorandums
* Assisting with special tax projects
* Assisting with transfer pricing adjustments, transfer pricing reports, and pricing data
* Corresponding with foreign entities to ensure compliance with SOX controls
* Assisting with maintaining the Tax SharePoint Site
* Management and oversight of service delivery with particular emphasis on market developments, regulatory and compliance requirements and strategic change
* Ensure a strong risk and control culture exists amongst the team such that operational risk is inherently reduced and any potential risk situations are promptly identified and escalated
* Management of a group of Managers within the tax processing team

## Qualifications for tax operations

* BA/BS degree required, preferably in Accounting
* Exposure to taxation principles preferred
* Must be willing to work overtime including some evenings and weekends during tax season
* Desire to learn and establish a career in tax
* Strong knowledge of Excel and Word for Windows and Access
* Strong aptitude for numbers and detail orientated