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# Example of Tax Planning Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of tax planning. 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 planning

* Develop, mentor, coach and manag staff ensuring the development of employees through orientation, training, establishing objectives, communication of rules, and constructive discipline
* Manage Tax Department relationship with other Corporate departments
* Recommend and implement tax-efficient structures for acquisitions, dispositions, and restructuring
* Provide technical assistance to the tax compliance and tax audit groups in preparation of tax returns and IRS and state examinations of filed returns
* Support Tax Team on complex tax issues
* Continue track record of integrity, sound judgment, organizational building success, and tax-saving results
* Communicate tax issues in a business-oriented language to peers and senior management
* Consult with outside advisors as appropriate
* Assist with required tax disclosures for financial statement purposes
* Analyzes business processes, elicits and defines both business and functional requirements

## Qualifications for tax planning

* Ability to simplify complex tax issues into high level presentations for management approval
* Ability to model tax planning outcomes
* Team with the tax accounting group to ensure that all planning projects are properly recorded
* Undergraduate degree in finance-related discipline
* Ability to travel domestically and internationally up to 20% or as needed
* Tax Audit Support – Assist and review tax audit responses for the various income tax audits in Latin America and Canada