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# Example of Tax Reporting Analyst Job Description

Our innovative and growing company is looking to fill the role of tax reporting analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax reporting analyst

* Contribute toward the unclaimed property filing process, including account reconciliation, owner notification and the due diligence process, processing responses, requesting check voids, cancellations and reissues, researching changes in filing requirements, and preparing annual filings for numerous state agencies
* Assist with preparation of quarterly U.S. tax provision and at year-end
* Prepare U.S. domestic cash tax forecast
* Calculate provision to return reconciliation
* Ensuring continued compliance with Chapter 3 withholding requirements
* Establishing workflow for review of documentation received (Form W-8) from foreign accounts
* Determining proper classification of payments made to foreign accounts
* Determining appropriate withholding rate to apply to payments
* Annual reporting on Form 1042 and Form 1042S
* Annual review of classification of mutual fund distributions

## Qualifications for tax reporting analyst

* Proficient in Finance and Regulatory Reporting fundamentals (focus on functional experience)
* Proficient with Microsoft technologies
* Strong communication skills and interpersonal skills including the ability to operate in a deadline driven, dynamic, and collaborative working environment
* CPA and/or a master’s degree in Accounting or Taxation preferred
* Develop understanding of interfacing systems to tax, sales, product, order management
* SQL or reporting experience preferred