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# Example of Tax Reporting Job Description

Our company is hiring for a tax reporting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tax reporting

* Conducting the reconciliation of Agents’ reportable income reports and the resolution of all differences on a timely basis to ensure accurate 1042, 1099 and/or client reporting
* Accurate data extraction and preparation of annual client reporting, including the calculation and production of (CGT) cost basis information on sales transactions
* 5 – 8 years accounting and/or tax experience at multinational public company or accounting firm
* Working knowledge of accounting and US GAAP reporting principles
* Income Tax experience a plus
* Internal Controls experience a plus
* Income tax accounting process, including the preparation current and deferred tax reconciliations for material entities in the region and review calculations prepared by the GFS team
* Support for the sections of the indirect tax accounting process, including the preparation of tax reconciliations for material entities in the region and review calculations prepared by the GFS team
* Serve as the subject matter expert of US state income and franchise tax for the Company
* Develop annual resource plan and budget

## Qualifications for tax reporting

* Good communication and problem solving kills
* Typing 40 WPM or greater
* Ability to work effectively in a fast-paced, computer-based atmosphere
* The ideal candidatewill ideally be educated to ‘A level’ or equivalent
* Experience in thefinancial services industry or an administration role is desirable, but notrequired
* Abiity to workaccurately, with attention to detail is essential