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# Example of Tax Senior Analyst Job Description

Our company is looking for a tax senior analyst. 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 senior analyst

* Drive complex tax planning activities and research including estimated tax forecasts and other projects that involve a high degree of complexity, under review
* Work on priority projects in both the tax compliance and accounting areas
* Drive research and documents company-wide tax systems
* Analyze information and assists with planning opportunities to minimize tax liabilities
* Respond to notices from various tax authorities, under supervision
* Typically partner with internal clients at the Director and above levels
* Work across different functions and levels within the organization
* Collecting information from all group companies as required in order to prepare payments instructions on account, all relevant claims and elections and all other external filings and internal reporting
* Manage the effective tax rate by helping to implement reduction techniques
* Reduce taxes of all types by working closely with local tax advisors

## Qualifications for tax senior analyst

* High level of competence in tax software systems and importing/exporting data between tax and GL systems
* 3 years of corporate tax or 2 years with a large national CPA firm
* Provision, indirect tax, MLP, Corptax experience all a plus
* Ideal candidates will have the following
* 3+years of federal income tax experience preparing partnership, individual and trust returns
* Articulate and professional in all interactions