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# Example of Tax Senior Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of tax senior analyst. 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 senior analyst

* Prepare monthly summary reports as required by management
* Ensure exemption certificate process
* Analyze and reconcile associated general ledger accounts
* Maintain tax calendar and ensure all returns are filed
* Assist with the administration function for Taxware (set up users, verify proper billing, main liaison with IT) Vertex, and OneSource property tax software
* Conduct local tax and state research on issues impacting the company
* Prepare various multi-state income tax returns and miscellaneous tax filings for various U.S. subsidiaries, including quarterly estimated tax payments
* Assist with various state assignments, Unclaimed Property reporting and State Nexus reviews of service companies
* Perform miscellaneous research and planning projects, as necessary
* Manage and update Onesource Workflow Manager with all tax information such as tax return filing dates, payments, copies of the filed returns, copies of all supporting documentation associated with filings

## Qualifications for tax senior analyst

* 3+ years of experience in federal and state income tax accounting
* Significant federal and state income tax compliance experience including use of tax preparation software (e.g., RIA InSource)
* Ability to work closely cross depts
* Effectively communicate with staff and Tax Department management
* Develop productive relationships with other departments and offices
* Uptown