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# Example of Tax Senior Analyst Job Description

Our growing company is looking to fill the role of tax senior analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax senior analyst

* Preparation and submission of discrete adjustments as needed
* Training of off-shore team for completion of routine tax provision and compliance functions
* Assisting on special projects on an as needed basis
* Maintenance of tax policy and procedures documentation
* Certain administrative functions
* Forecasts business tax credits/expenditures in relation to the company's business plan and actual quarterly results
* Researches process errors that caused incorrect tax filings and proposes resolutions to mitigate future process errors
* Coordinate the reconciliation of tax accounts and prepare management reports to explain activity to the Controller’s department
* Work closely with tax department and financial reporting department to support and document financial statement positions
* Oversee, coordinate, review, and/or prepare company’s responses to audit queries, data requests and proposed adjustments to ensure accuracy and completeness

## Qualifications for tax senior analyst

* Working knowledge of ASC 740 - income tax accounting, including FIN48 liability analysis and preparation of income tax footnote
* Solid understanding of fundamental domestic federal and state corporate income tax concepts, including experience in preparing complex consolidated federal and multi-state tax returns
* Bachelor's degree with a major in Accounting or Finance required
* 3-5 years of corporate tax compliance experience required
* Understanding of federal, state and local tax laws required
* Basic understanding of U.S. GAAP accounting for income tax principles