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# Example of Tax Senior Manager Job Description

Our company is looking to fill the role of tax senior manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for tax senior manager

* Work closely with asset managers to ensure REIT qualifications are understood and maintained
* Work closely with investors’ tax teams to ensure deliverables are provided timely & in-line with expectations
* Review all REIT testing on a quarterly and annual basis
* Review annual E&P and return of capital calculations for distribution to shareholders
* Assist with managing and minimizing risks inherent with being a REIT
* Ensure Taxable REIT Subsidiaries are properly supported
* Research tax issues to ensure structures and positions are adequately documented
* Evaluate the current tax compliance operating model related to third party funds with a desire to move to a more efficient co-sourcing model
* Participate in supporting the Company’s tax positions in tax examinations
* Review the company’s non-real estate related private equity portfolios to ensure proper tax reporting and identify planning opportunities

## Qualifications for tax senior manager

* CPA or attorney's license required
* 10 years-experience preferred in corporate tax function
* Proficient knowledge of US sales & use tax and Canadian GST/HST & PST regulations related to the technology industry
* Experienced Vertex application user including Vertex Sales Tax Returns and Tax Decision Maker
* Experience with Oracle ERP system, Excel, Word and Outlook
* Experience performing research using web based research tools