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# Example of Tax Services Job Description

Our growing company is looking for a tax services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax services

* Assist with maintaining fixed asset tax depreciation in SAGE Fixed Assets System
* Assist with the preparation of quarterly federal and state estimated tax payments including required state tax vouchers
* Assist in responding to various state tax notices and gathering information requested by tax authorities during audits
* Assist in inputting Tax Intangible Assets into the SAGE Fixed Assets System
* Assist Tax Department in researching new tax law changes
* Working under general direction, the Professional, Business Analysis will partner with business departments to drive process improvement through seeking out and identifying opportunities, and business process definition by defining and documenting processes and procedures
* Assess and document training needs, communicate existence of new process
* Oversees projects for business departments and/or acts as a liaison/strategic partner between company and government entities, vendors, corporations and other divisions to define business processes and/or generate, update and create various products and services
* When new processes are identified, may hand off to Project Management Team for implementation
* Must be able to understand business rules, work with varying data formats and develop metrics and audit procedures to monitor data quality

## Qualifications for tax services

* Will look at straight public or industry
* 2+ years of previous tax preparation assistance preferred
* Experience utilizing office technical tools, including computers, office scanners, printers, and copiers required
* Individuals are required to work Monday – Friday, February 15th through April 15th, 2017
* High school diploma or equivalent certificate is required
* Strong 10-key experience is required