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# Example of Tax Specialist Job Description

Our company is looking to fill the role of tax specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax specialist

* All or part of the monthly preparation of the tax allocations and periodic tax estimates
* Directly interfacing with trading managers and investors offering support and guidance regarding the tax allocation process
* Interacting with counterparts at Audit Firms
* Complete and submit necessary forms for department and clients
* Review submitted department-wide documents
* Prepare and monitor the annual tax calendar
* Preparation of quarterly and annual tax provisions
* Maintain sales tax exemption certificates, responses from tax authorities, and databases required to support department tax initiatives
* Updating, maintaining and reconciling tax fixed asset ledgers in Oracle
* Calculating and reconciling Federal, AMT, State and other special depreciation books in Oracle

## Qualifications for tax specialist

* Stable work history and proven leadership skills
* CPA license, legal degree and/or Masters degree strongly preferred
* U.S. federal tax returns (1120) including fixed asset gain/loss, tax depreciation, schedule M-3 adjustments e-Filing
* Flexibility in hours worked
* Ability to travel within Europe and to USA
* Understanding of basic tax return processes