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# Example of Tax Specialist Job Description

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

## Responsibilities for tax specialist

* Handling individual retirement accounts
* Doing research to assist review of website tax informational content
* Review and preparation of annual tax returns including all related calculations (inflation adjustment, tax depreciation, book to tax reconciliation)
* Provide support to Divisions of the Group in regards to notices, statements and requests which need to be filed before tax authorities
* Up to speed on changes to tax dispositions (IT, VAT)
* Reviews annual tax questionnaires from clients and uses information to prepare individual returns
* Assist in processing all State income tax estimates, extensions and returns
* Accurately maintain Real and Personal property records in multiple databases and systems, including the review of associated leases
* Responsible for the financial reporting in compliance with federal and state income tax reporting regulations for assigned companies/divisions
* Clerical tasks such as logging tax notices, updating client care and tax notice tracking systems

## Qualifications for tax specialist

* Analytical, consulting and Excel skills
* Minimum of 2 years of experience in the area of federal and state corporate income taxes, in either a public accounting environment, large corporate environment, or both
* Experience with Oracle and/or Vertex Sales Tax solutions a plus
* Excellent organizational skills with a high level attention to detail
* Strong communication skills with an ability to be effective via telephone or written communication
* Must be able to demonstrate an exceptional level of integrity and trustworthiness