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# Example of Tax Specialist Job Description

Our growing company is looking for a tax specialist. 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 specialist

* ERP systems knowledge (including SAP R/3 and Oracle)
* Assist in tying out all financial data used in the tax accounting and tax compliance processes uploaded into Corptax (Tax Software)
* Assist with preparation of separate company federal and state income tax filings including quarterly estimates, extensions, and tax returns Identify areas where process improvements make sense to gain efficiencies in the tax accounting and tax return processes
* Central point of contact for direct, indirect and investment fund related operational tax matters related to the Luxembourg [and Belgian / Italian] operation[s]
* Participate to internal committees and analyse investment fund products from a tax perspective
* Identify, assess and mitigate tax risk exposures
* Review legal documentation (prospectuses, contracts, ) from a tax point of view
* Handle Company’s tax compliance activities
* Manage tax reclaim activities for the funds
* Manage Company’s transfer pricing documentation

## Qualifications for tax specialist

* Ability to operate at an advanced level on a computer with Windows based software, primarily Excel
* Must be proficient in Excel spreadsheets
* A minimum of four to five years of significant tax experience in a public accounting firm or industry position with substantial exposure on taxation of US corporations, partnerships, state tax requirements and issues, US Corporate international tax requirements and issues, and similar tax concepts
* Ability to prioritize and manage tasks to ensure strict monthly deadlines are met
* Experience in the area of federal and state corporate income taxes a plus but not necessary
* Experience with Corptax or OneSource income tax software is a plus