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# Example of Tax Staff Accountant Job Description

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

## Responsibilities for tax staff accountant

* Responsible for communication to outside tax accountant
* Analyze the corporate tax implications of merger, disposition, and acquisition opportunities
* Provide support for the analysis and implementation of tax planning and savings initiatives, including credits and incentives (“C&I”)
* Lead and supervise audit engagements in a variety of industries concentrating on manufacturing and distribution
* Team with partners and senior managers on proposals and business development opportunities
* Prepare returns for individual and corporate tax clients including federal, foreign and state & local
* Returns phone calls daily, checks voice mail at least twice a day
* Participates in selected administrative committees and functions
* Seeks projects when available
* Adheres to the Firm’s Mission and Core Values

## Qualifications for tax staff accountant

* A minimum of 2-4 years as a Sales Tax Preparer
* Solid understanding of tax laws and GAAP
* Four year Accounting or Finance Degree preferred
* 1-2 years minimum Tax or Accounting experience desired
* OneSource/GoSystem tax software experience is a plus
* 2+ year's experience with general accounting or tax