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# Example of Tax Staff Accountant Job Description

Our company is hiring for a tax staff accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for tax staff accountant

* Provide support and file property tax returns and Abandoned and Unclaimed Funds Reporting
* Reconcile sales, property and income tax accounts
* Address and investigate tax notices from various jurisdictions
* Communicate technical issues to clients, managers, and team members
* Respond to inquiries from taxing authorities with direction from in-charge
* Analyze depreciation to determine proper methodology for tax impact on client engagements
* Provide assistance in meeting reporting due dates for assigned areas of tax compliance
* Prepare documents and work papers to comply with federal, state and local tax reporting requirements
* Calculate quarterly estimated taxable income for remittance of estimated tax payments to federal, state, and local taxing agencies
* Maintains an atmosphere of friendly, enthusiastic customer service with an emphasis of taking care of the customer

## Qualifications for tax staff accountant

* Outstanding academic performance required, with a GPA of 3.0 or above preferred
* 1-2 years experience in a tax related role
* Possesses the ability to follow directions to accomplish goals in an effective manner
* Possesses intermediate excel skills with the ability to master advanced excel skills quickly
* Working knowledge of tax software systems
* CPA designation or CPA eligibility strongly preferred