Downloaded from <https://www.velvetjobs.com/job-descriptions/tax-supervisor>

# Example of Tax Supervisor Job Description

Our company is searching for experienced candidates for the position of tax supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax supervisor

* Manage daily interactions with internal/external business partners, taxing authorities and/or management
* Supervising, teaching and mentoring staff
* Oversee and perform selected accounting processes covering all VAT related activities
* Oversee introduction and monitoring of right KPIs and internal controls to ensure efficiency and safety of processes
* Continuously improve and standardize processes in order to increase efficiency, quality and customer satisfaction level
* Assist in audit processes (group, statutory, tax)
* Support Group Tax in handling indirect tax projects and audits
* Significant experience with 990, 990T, 990PF unrelated business income
* Work closely with Tax Managers and Directors to satisfy the needs with planning compliance
* Review and prepare federal and state unrelated business income tax returns

## Qualifications for tax supervisor

* Experience working in the Construction industry a plus
* At least five to seven years of experience preparing individual, corporate and partnership returns
* Experience with tax compliance requirements for California some knowledge on a national and international level
* Attention to details, ability to multi-task, ability to plan and follow through on engagements
* Bachelors degree and CPA certification required with a minimum of 3-5 years public accounting experience
* Previous experience in a specialized area of tax and Masters Degree in Taxation preferred