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# Example of Tax Technician Job Description

Our innovative and growing company is hiring for a tax technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tax technician

* Amend or rejects work not meeting established standards and refer to supervisor any problems on meeting performance standards
* Resolve simple informal complaints, refer others to supervisor
* Educate taxpayers on action(s) needed to achieve compliance with tax
* Interpret the law as it relates to the issues and if it affects the performance and efficiency of the Internal Revenue Service
* Analyze and resolve tax processing problems using research methods beyond information submitted by the taxpayer
* Reconstruct and compile tax records in determining tax liability or refund entitlement
* Identify claims and cite tax law and case actions./li>
* Adjusts current and prior year tax accounts involving complex account interrelationships or codes to override controls, retrieve data, and construct records from frozen accounts
* Calculate taxes, penalties, and interest
* Identify gaps in the internal procedures and processing methods

## Qualifications for tax technician

* Some college coursework in accounting or a related field preferred
* A level or degree qualifications considered
* Accounting diploma/certificate or higher, CPA, CGA designation or equivalent (completed or in-progress)
* Minimum 2 years of relevant experience in accounting or tax
* Prepare Canadian T1 and US Personal Tax returns
* Prepare Canadian Trust tax returns (T3s)