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# Example of Tax Technician Job Description

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

## Responsibilities for tax technician

* Research public and private company information
* Create and prepare financial and tax models and support preparation of client proposals
* Assist team in preparation of client deliverables using Excel, Word and PowerPoint
* Perform tax related research and summarizations of tax provisions
* Assist in preparing presentations to train tax professionals
* Prepare returns and taxation compliance forms, and make sure the required information and documents are sent to the tax authorities

## Qualifications for tax technician

* Develop and apply knowledge of the Canadian Income Tax Act and/or US tax code and related legislation
* Oracle, SAP and Microsoft Excel knowledge preferred
* Self-Motivated with attention to detail and accuracy
* Register employees with foreign tax authorities
* Follow up with the Payroll and HR teams to obtain the required information to proceed with tax remittances within the deadlines
* Prepare tax remittance files by country, and compile data on applicable withholding tax and taxable earnings