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# Example of Tax Job Description

Our innovative and growing company is looking to fill the role of tax. 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

* Coordinate filing of tax payments, returns, extensions and estimates with external tax consulting firm
* Assist with international tax planning effort and compliance
* Coordinate requests of information during audits by various jurisdictions
* Traditional accounting experience
* Ability to prepare tax returns and do first level of review
* Federal and State Tax
* Interact closely with assigned tax clients to provide innovative tax planning, consulting, and compliance expertise to clients while managing the client assignments to budget
* Maintain active communication with clients to manage their expectations, ensure client satisfaction, make sure deadlines are met and lead change efforts effectively
* Focus on tax consulting projects related to cost segregation, fixed asset recovery, fixed asset software, R&D tax credits, domestic producers deduction and incentives for clients
* Maintain a current understanding of relevant codes, regulations and administrative pronouncements on a wide range of tax incentives that impact our clients

## Qualifications for tax

* Strong leadership with good people management and strategic thinking skills
* Bachelor's Degree in Accounting’ exp is required
* Familiarity with working in a Corporate Tax environment
* Qualified tax professional with at least 5 years relevant income tax experience in practice or industry
* OneSource Tax Software - Comp CorpTax
* Advanced tax software experience, including knowledge of various tax software packages and technologies, is required