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# Example of Tax-VP Job Description

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

## Responsibilities for tax-vp

* Utilize MS Office products (Word, Excel, PowerPoint) and other technology to prepare, modify and proofread presentation materials, organization charts, reports and letters
* Manage all aspects of office administration using independent thinking and judgment with sole discretion for office procedures
* Provide business data to BUC manager to support business with decision tools in the form of Customer and Product Profit & Loss variance analysis
* Support BUC manager in analyzing the performance of business segment so that those business units are able to make further decisions, effort & strategy to meet their budget
* Prepare monthly Business Performance report for Head Office and Local Management team
* To support ad-hoc business queries
* To support reconciliation between PSGL and MIS
* Conduct tax planning for all US investment funds which are structured as REIT’s
* Provide oversight of the REIT testing process undertaken by our fund operations group and in conjunction with external advisors
* Consult with the portfolio management, asset management and transactions teams on REIT structuring on acquisitions and dispositions

## Qualifications for tax-vp

* Experienced tax professional with proven business acumen and the credibility / maturity to interact with management, senior business unit personnel and employees at all levels
* Degree qualifications in accounting and / or law and related work experience
* Taking ownership of the calculation and documentation of the Company's monthly, quarterly and annual income tax provision / accounting for income taxes (ASC 740 / FAS 109) and teaming with the Controller's group for the accurate presentation in the company's financial statements (3 sets of audited financial statements)
* Teaming with the Controller group to develop / review appropriate policies for intercompany charges and allocation of management expenses and shared services (transfer pricing) in compliance with new section 385 regulations
* Teaming with executives from the company's Operations and regulatory Compliance groups for development and implementation of policies to comply with FATCA and similar requirements where tax laws overlap with business operations
* Bachelor’s degree in Finance, Accounting or similar discipline required