



Example of Corporate Tax Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of corporate tax accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for corporate tax accountant

- Assist tax audits
- Calculate depreciation of fixed assets
- Estimate tax payments
- File for tax extensions
- Prepares and/or reviews local, state, and federal tax returns and quarterly tax provisions, financial and management reports
- Assist with transfer pricing model and analysis, R&D Tax Credit modeling, Foreign Tax Credit modeling, presentations
- Some Public Accounting Preferred
- SAP or Large Accounting ERP System Experience is required
- Prepare quarterly tax outlook, quarterly and annual reporting figures, and tax figures for inclusion in long-term cash flow forecasts
- Assist Tax Supervisor in performing indirect tax compliance (sales/use, business license, unclaimed property)

Qualifications for corporate tax accountant

- Actively participate in internal professional development events, such as assisting with learning and development sessions
- Preparation of US federal/state corporate and partnership tax returns
- Responsible for the integrity of all financial records in accordance with PRC-

- Perform month end / quarter end/year end closing, Prepare monthly financial statements in an accurate and timely manner
- Ensure appropriate internal controls are in place, work with external auditor and also tax consultants
- Work with Regional Finance team for GL related issues