



Example of Indirect Tax Analyst Job Description

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Our growing company is looking to fill the role of indirect tax analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for indirect tax analyst

- Assist with state and local business registrations
- Partner with cross functional teams to identify risks and opportunities to scale with the business
- Prepare detailed and summary level reports for management
- Maintain documentation in accordance with SOX and Tax Department requirements
- Prepares financial gross receipt or other information and calculates accurate license fees or taxes
- Documents licenses and permits received, distributes to stores and other locations on required timeline, and manages critical license information in the license database
- To prepare the statutory returns assigned accurately and on time
- To submit of the statutory returns to the appropriate authorities
- To obtain the sign off on the returns by the relevant person and ensure that the payments are initiated and followed up with the outsourced service provider on time
- To prepare the Balance Sheet reconciliations on time and in a compliant way

Qualifications for indirect tax analyst

- Demonstrated experience in developing/improving systems and processes
- ITI qualified

- CPA license or actively working towards attainment is a plus, but not a required
- This role will be one of the first hires of the new team and will be responsible for undertaking the day to day operations within the team, ensuring tax compliance obligations are met, control procedures are documented and adhered to and internal stakeholders are regularly communicated with
- Initially the role will focus on assisting the team manager (Associate) with the setting up the team and its processes to be ready for the implementation of GST (expected 1 April 2017) then shift to the day to day operations of the indirect tax compliance