



## Example of Indirect Tax Job Description

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Our company is hiring for an indirect 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 indirect tax

- Review company-wide AP invoices for proper taxability
- Prepare quarterly and monthly indirect tax filings, including but not limited to Sales Tax, Use Tax, Gross Receipts Tax, Property Tax, Regulatory Fees and similar taxes
- Defend sales tax audits
- Research and settle tax notices
- Research and identify indirect tax savings ideas and work in a team environment to help implement solutions
- Reconcile tax liability accounts to general ledger
- Maintain tax calendar, tax matrices, tax ID numbers, and tax exemption certificates
- Position will be the initial internal interface on day to day transaction tax issues
- Filing of required sales, use, business tax, business license, and property tax
- Maintaining of tax calendars

### Qualifications for indirect tax

- Ability to provide technical assistance and training to others
- Should have expertise in Indirect Tax including GST/VAT, multi-state Sales & Use Tax, and Property Tax planning, reporting, and filings
- 2-4 years indirect tax experience, preferably within the Financial Services

- Strong organisational / communication skills given the demanding deadlines within multiple jurisdictions
- Ability to collaborating well with and be responsive to internal and external stakeholders, including operating divisions and other departments (Real Estate, Legal, Treasury, Accounting, IT, Fleet Management)