



## Example of Indirect Tax Job Description

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Our company is looking 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

- Assist with tax research, document findings as required
- Assist with tax training related to Latam indirect tax
- Oversee the indirect tax filing and payment process
- Review monthly sales tax related returns and reconciliations accurately and timely
- Review gross receipts returns and reconciliations accurately and timely
- Review excise tax returns and reconciliations accurately and timely
- Respond to correspondence from tax jurisdictions relating to above items
- Review property tax payments accurately and timely
- Review business tax returns accurately and timely
- File monthly sales tax related returns and reconciliations accurately and timely

### Qualifications for indirect tax

- Able to champion and implement process improvements
- Associate degree in Accounting or Finance required
- Develop Self and Others - Identifies and prepares self or others for future roles
- Experience with Oracle and tax software such as Vertex and/or Sabrix
- Be AAT qualified or equivalent experience or ATT qualified or studying for ACCA or equivalent
- Have relevant experience gained in finance accounting or information

