Example of Sales Tax Analyst Job Description

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Our company is hiring for a sales 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 sales tax analyst

- Process accounts payable and perform accounts payable reconciliations, and assist in the processing of expense claims
- Function as a professional with knowledge of industry practices and how to apply principles, concepts and standards to resolve a range of issues
- Assist Manager with sales tax audits and appeals
- Perform tax research and document tax positions
- Assist with exemption certificate collection, retention and validation process
- Assist with review of sales contracts and procurement contracts identify sales tax issues, and recommend solutions
- Approving or rejecting exemption certificates by conducting research and obtaining any additional documentation based upon analysis of various state sales tax rules governing exemption certificates
- Determining good faith acceptance using statute standards
- Corresponds with customers, branches and credit offices validity determination
- Changing and monitoring tax flags in Rentalman

Qualifications for sales tax analyst

- Analytical and Curious minded, willing to make the extra effort to resolve issues
- Prior experience working with sales tax or accounts payable is a plus

- Working knowledge of Vertex is strongly preferred
- Thorough knowledge, understanding and application of sales and use tax law and regulations and tax systems
- Bachelor’s degree in Computer Science or other Analytics field