



# Example of Senior Tax Staff Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of senior tax staff. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior tax staff

- Function as the primary country tax contact for business tax and non-tax teams
- Assist with property tax appeals by working with asset management and 3rd party real estate tax agents
- Serve as the point person on coordinating and directing efforts on recurring and non-recurring special tax planning projects including but not limited to acquisitions, dispositions, accounting method changes, domestic deductions and development tax credit
- Manage overall tax audit and build strategy around tax settlement and exceptional agreements with the authorities to mitigate risk and liability
- Preparing gift (fiduciary) and individual tax returns
- Responsible for the preparation of federal, state, local and partnership income tax returns and related work papers
- Preparation of federal, state and local quarterly estimated tax payments and annual extensions
- Assists in preparation of quarterly and year-end tax accruals, including FAS109 and Fin 48 analyses
- Analyzes and evaluates business requirements by working with finance functional team and management
- Preparation of US federal and state tax provision work papers

## Qualifications for senior tax staff

- 2+ years of Tax (Compliance, Fiduciary, Individual, Partnership, Research & Planning) experience
- An undergraduate and/or graduate degree in accounting required
- Recent experience in the preparation of complex individual and business tax returns in a public accounting environment
- Income Franchise experience required
- CPA certification and/or JD/LLM, or working towards either