



Example of Senior Tax Staff Job Description

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Our company is growing rapidly and is looking to fill the role of senior tax staff. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for senior tax staff

- Coordinate tax audit data requests
- Assist in fulfilling information requests and preparation of work papers related to outsourced tax return filing process
- Assist in the preparation of income tax provision work papers to support interim and annual financial statements, including interaction with the external auditors
- Assist in providing supporting analysis related to tax examinations and planning initiatives
- Serve as a central point-of-contact for Business, Operations and Technology team
- Prepare income tax returns
- Manage fixed asset tax accounting
- Assist in preparation of income tax provision under ASC 740
- Research income tax issues
- Assist in preparation of railcar ad valorem (property) tax returns

Qualifications for senior tax staff

- A willingness to continually learn and explore new opportunities
- Some travel is required, but trips are generally no more than 2-3 days and you will not generally travel more than one month cumulatively during the year
- Sales/Use Tax experience required

- Maintain inter-relationships with all areas of the company, at the home office, the partners at restaurant locations
- Minimum of 1-5 years with public accounting and/or large corporation with multi-divisional, multi-state and multi-national structure