



Example of Senior Tax Staff Job Description

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Our innovative and growing company is looking for a senior tax staff. 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 senior tax staff

- Building out the Tax team
- Tax reporting and accounting
- Prepare tax provision calculations and adjustments
- Manipulate data in OneSource and CorpTax software
- Prepare and/or review corporate tax compliance filings
- Preparation of account reconciliations and remittances
- Support Financial Statement & SOX audits
- Participate in and contribute to attaining overall team goals
- Liaise with business users and delivery team on projects – from conceptualization to implementation
- Work closely with Subject Matter Experts to provide solutions, efforts sizing and functional and design specifications for business initiatives

Qualifications for senior tax staff

- Interested in consulting or tax services
- At least 4 years in Public Accounting supporting Corporate Tax clients
- Experience with US and State Tax compliance
- Prior experience with ERP and finance systems
- CPA and or MST Track
- Must be well organized, able to multi-task, and be detail-oriented