



## Example of Staff Tax Accountant Job Description

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Our company is searching for experienced candidates for the position of staff tax accountant. 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 staff tax accountant

- Assist in preparation and filing of sales tax returns and related schedules, maintain tax calendar and make associated payments
- Assist in preparation and filing of other non-income based tax returns (i.e. excise, TSA fees) and related supporting schedules, maintain tax calendar and make associated payments
- Maintain tax depreciation records and responsible for depreciation calculation for the Company, provide accurate and timely reporting of tax depreciation when required
- Maintain tax records for the engine consignment program and provide accurate and timely reporting of related tax deductions and other activity when required
- Assistance in preparation and maintenance of roll forward and other accounting reports for certain accounts required in the closing process review, use in Company internal reporting package, and external reporting needs
- Maintain proper records and documentation for Sarbanes – Oxley (SOX) compliance
- Assist other departments for tax related areas and tax needs
- Provide support and assistance to comply with internal and external audit requests
- Assist with maintaining and updating tax department processes in accordance with Sarbanes-Oxley Sec

## Qualifications for staff tax accountant

- Minimum of 2 tax seasons experience required
- Must have strong preparation skills of business tax returns of all entity types
- Bachelors degree in Accounting, or extensive years of experience filing multiple states sales & use tax returns
- Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Ability to travel locally with occasional overnight travel (less than 5%)
- Proficient in utilizing computer technology in the performance of tax department assignments