



Example of Staff Tax Accountant Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a staff tax accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for staff tax accountant

- Maintain working knowledge of ongoing tax law changes and provides updates to internal departments on applicable laws
- In depth federal, state and local tax compliance research projects as needed
- Responsible for preparing entity registrations, annual reports and maintaining assumed business names in applicable states for multiple entities
- Custodian of records for PAC accounting and responsible for timely related compliance filings
- Assist with ongoing review of tax depreciation schedules
- Provide support to assistant controller for administration of unit option plan and unit holder reporting requirements
- Special projects as required to obtain refunds on over-accrual of tax or apply for special tax credit and incentives programs
- Maintain accounting, compliance and reporting records for tax exempt foundation
- Prepare fuel tax compliance reporting schedules on a monthly and quarterly basis and submit with payment information to the appropriate taxing agency
- Perform all job duties and responsibilities with honesty and integrity

Qualifications for staff tax accountant

- Working towards an Undergraduate or Master's Degree in Business or Accounting
- On track for CPA Eligibility upon graduation

- Authorized to work in the US without sponsorship, as a citizen, permanent resident, asylee or refugee
- Assist with tax authority audits including sales & use tax, excise tax
- Various tax projects including sales tax managed compliance agreements, transfer pricing