



Example of Staff Tax Accountant Job Description

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Our company is hiring for a staff tax accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for staff tax accountant

- Assisting with various special projects and implementing process improvements
- Researching federal, state, and international tax issues across a broad range of taxes and communicates findings in written and/or verbal form to cross-functional internal and external personnel
- Assisting in the preparation of quarterly and year-end tax provisions and accrual
- Preparing state sales, uses returns, and other federal informational returns and surveys
- Responsible for preparing Canadian GST/HST tax returns
- Assisting in gathering of information for the preparation of state and federal tax returns prepared by external tax preparers
- Calculating the quarterly tax payments
- Preparing tax accrual and expense account roll forwards / reconciliations for internal use and annual audit
- Maintaining asset depreciation system
- Working with Tax Director, Tax Manager and other internal departments on audit defense strategies and tactics to improve various processes

Qualifications for staff tax accountant

- Knowledge and experience with fixed asset systems
- Ability to meet daily, monthly, quarterly, and yearly deadlines and perform tasks in a timely manner in a fast-paced working environment

- UltraTax Software is a plus!!
- Bachelor's Degree in Accounting, Math, Economics, or similar field from an accredited university and internship experience in public accounting or large corporate tax/accounting department
- Communicate company tax position with external consultants