



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. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for staff tax accountant

- Tax account variance analysis and account reconciliations
- Assist with audit defense and special tax projects
- Assist with the preparation of schedules to be used in return preparation, audits and internal / external inquiries
- Researches and implements applicable FASB statements and interpretations
- Limited responsibility for resolving routine accounting problems
- Assist with the preparation of quarterly and annual income tax accounting provision and tax disclosures
- Assists management in special projects including indirect taxes, R&D Tax Credit, 1099
- Complete and submit for approval and payment of sales/use tax returns
- Calculate and record monthly tax liability
- Maintain compliance calendar and work with team members to ensure all internal and external deadlines are met

Qualifications for staff tax accountant

- A minimum GPA of 3.0 or above preferred
- Outstanding academic performance, GPA of 3.0 or above preferred
- Minimum 2-3 years of related experience, in an accounting/tax role
- Candidate must possess at least a Bachelor's/College Degree, Finance/Accountancy/Banking/Law or equivalent
- At least 2 Years tax or audit experience (Big 4 Tax experience Strongly

