



# Example of Tax Accountant, Senior Job Description

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Our company is hiring for a tax accountant, senior. 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 tax accountant, senior

- Research and prepare the Company's federal and state research and development tax credits
- Assisting in tax compliance, planning and projections, responding to notices and examinations, and performing federal and state research on a variety of clients and across multiple tax engagements
- Lead and manage tax compliance engagements in accordance with firm and professional standards, within budget and deadline expectations
- Plan and schedule tax engagements with clients and firm resources
- Review tax returns, tax research, tax communications, and other requested deliverables
- Assist with IRS and state issues drafting responses to governmental correspondence and audits
- Maintain relationships with key business partners
- Provide assistance to the Tax Accounting Manager and additional ad-hoc duties as required on an ongoing basis
- Develop, monitor and comply with internal controls over income tax reporting processes (SOX compliance)
- Prepare individual company and consolidated tax returns, extensions, and estimated tax payments

## Qualifications for tax accountant, senior

- Previous experience with Audit (Financial), Financial Statement Preparation, GAAP, GAAS, General Ledger, Internal Controls, and Month-end Close
- Proficiency in tax and accounting software
- Public Accounting Firm or Big 4 experience, a plus
- Create tax modelling for clients / prospects