



Example of Tax Auditor Job Description

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Our company is growing rapidly and is looking to fill the role of tax auditor. 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 auditor

- Serve as vendor resource for CoreLogic and data integrity
- Interface with the vendor to sync data and reports and ensure accuracy
- Perform audits on tax line set up once newly boarded loans are available on MSP
- Preparing and submitting all reports completely, accurately, and timely
- Conducts auditing of establishments, and determines scope of investigation required
- Reviews and examines contracts, tax reports, ledgers or other financial or performance-related records to detect deficient controls, duplicated effort, extravagance, fraud or noncompliance with applicable laws or regulations
- Understand Global Travel and Expense policies and relevant processes with focus on Ireland and Germany
- Determine taxability of different expense categories in scope during the assessment period based on the established methodologies and generate reports based on the output produced during the review period
- Meet with the client to discuss output of assessments and other projects
- Identify opportunities for process improvements, document process and ensure performance of key controls

Qualifications for tax auditor

- Experience working with Microsoft Word and Excel, WinFMT (Windows

applicable, and SAP/ACM (Statutory Audit Principles/Audit Case Management)

- A bachelor's degree/technical certification in accounting from an accredited college or university
- Act in the role of a tax subject matter expert (must) and treasury/ hedging expert (preferred) for audits managed and executed
- Manage the execution of audits to be within budgeted planned hours
- Manage the allocation of audit resources on assigned audit tasks
- Ensure timely reporting of assigned audit tasks and follow established reporting protocols