

# Example of Tax Information Reporting Job Description

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Our innovative and growing company is looking for a tax information reporting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax information reporting

- Assist with detailed reviews of reporting data to correct for obvious errors and identify missing tax identification numbers
- Ensure distribution of mailed tax forms are timely postmarked
- Respond, in a timely fashion, to Support inquiries from customers as they relate to tax information reporting and guide cross-functional teams to resolution
- Collaborate with Customer Engagement, Account Management, Sales, Communications, and Support teams on regular customer communications and drive campaigns with customers to update accurate tax information
- Spot trends of tax reporting issues and propose solutions to solve for related pain points amongst our customers
- Help ensure customer data in OneSource is correct and ensure proper maintenance of such data
- Assist with ad hoc requests and projects as necessary
- Assist with annual information reporting compliance data gathering, file preparations and uploads to ensure timely distribution of forms, including but not limited to Forms 1099-B, 1099-C, 1099-K, 1099-MISC, 1099-OID and 1042-S
- Work with Customer Engagement, Account Management, Sales, Communications, and Support teams on regular customer communications and drive campaigns with customers to update accurate tax information
- Compiles customer data for federal and state tax reporting

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- Build/maintain relationships with the company's Finance and operating teams and ensure effective communication on tax, finance and business issues
  - Involvement with the company's tax accounting and reporting processes for the timely preparation of regulatory financial statement filings
  - Public accounting experience at job levels including responsibility for developing and maintaining client relationships
  - Strong tax technical competency with complex partnership, REIT, and corporate transactions and tax reporting
  - Proven ability to lead client tax advisory services including facilitation of external service providers
  - Ability to impart tax knowledge to executive officers and independent auditors, business leaders, peers and subordinates