



## Example of Tax Leader Job Description

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

### Responsibilities for tax leader

- Perform surveillance by reviewing exception reports and perform periodic reasonableness checks of W-8 forms
- Review tax forms for expiration
- Review monthly GIIN List from IRS versus our customer master data
- Create and provide periodic statistical information status reports relative to FATCA and other Tax Withholding /Reporting relative to other Internal Revenue Code Chapters
- Manage a team of tax specialists ensuring adherence to tax and regulatory directives
- Manage and provide strategic, tactical and operational leadership for the Payroll and Tax Reimbursements Group
- Ensure the accurate and timely delivery of Payroll and Tax Reimbursement services, driving best practices and process improvements in the payroll and tax function
- Develop and direct the reporting function of the group the execution of controls and reconciliations to ensure the accuracy of payroll and tax processes and payments
- Lead the implementation and consolidation of payroll and tax processes into SAP
- Provide advice and prepare reports and technical analysis on different payroll and tax reimbursement projects and activities as requested by the Division Chief and/or Management team

### Qualifications for tax leader

- Must have an understanding of the department's risks, systems and key functions within 6 months of hire, and be an expert within 12 months of hire
- Must have strong critical thinking, problem-solving, and decision making and collaboration skills
- Must have ability to assess and mitigate risks, including financial, control, service and regulatory risk and the ability to interpret and apply US and/or Canada rules and regulations that impact the department's processes and systems
- Must have the ability to serve in a business leader capacity for technology initiatives
- Ability to interpret and convey complex issues and solutions in a persuasive and informative manner
- Bachelor's Degree in Accounting, Tax or Technology required