

Example of Tax Operations Job Description

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

Responsibilities for tax operations

- Maintaining quarterly SOX 404 internal control procedures for tax accounting and ensure proper documentation
- Reviewing and analyzing quarterly forecasted Profit & Loss and impact to the overall income tax rates
- Monitoring the current and deferred taxes for all domestic and foreign entities, including analysis and determination of valuation allowances
- Ensure local compliance of tax obligations (compliance, advisory, planning) regarding the identification, tax treatment, withholding and reporting of transactional and operational taxes, particular to the Foreign Account Tax Compliance Act (FATCA), OECD Common Reporting Standards (CRS), Chapter 3/61, related Section Codes 305c, 302 , Hire Act (871m), Qualified Intermediary (QI), Financial Transactions Tax (FTT)
- Lead the business' inputs into the US tax return, including preparation of the US tax return DCS feeds, business guidance to Corporate on items such as DMD, R&D, , and US cash settlement process with Corporate
- Review of all capital changes to ensure application of proper U.S. Income Tax consequences
- Provide guidance, verification, review, and post transactions related to amortization and accretion
- Responsible for establishing a work plan and timeline for meeting Internal Revenue Service statutory deadlines internal deadlines set by the Director, Vice President and Senior Vice President for the preparation of all individual components of the company's Domestic and International Federal tax

- Stay informed of all changes to statutory filings and obligations, including form changes, through research and daily and weekly update reviews to ensure proper tax reporting occurs
- Monitor the progress of the work plan to ensure deadlines are met, resolve issues raised in the preparation and review of the individual components of the return, and second review and finalize Federal tax returns in the Hilton consolidated group after Supervisor review, as directed by the Director

Qualifications for tax operations

- Early Junior status within the undergraduate accounting program
- Early Senior status also committed to the MSAT graduate program
- Risk Management - Partner with the regional management team to provide effective oversight
- Two (2) years of supervisory experience, managing staff/analysts in the assignment, preparation, review processes associated with the US income tax compliance
- Must be fluent in corporate tax software systems, such as Corptax or OneSource
- Must possess proficient computer skills, specifically MS Excel, MS Word, corporate financials