



Example of Tax Senior Associate Job Description

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Our innovative and growing company is looking for a tax senior associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for tax senior associate

- Ensure all required tax returns are timely and correctly filed
- Participating in tax planning
- Consultation process for clients
- Basic tax research
- Conducting research on various client issues
- Supervising Tax Associates
- Reviewing and preparing of federal, state and local corporate tax returns (1120, 1120s and 1120f)
- Reviewing and preparing of federal, state and local partnership returns (1065's)
- Reviewing and preparing of quarterly estimates – corporate and partnership
- Supporting and training staff in the preparation of all aspects of corporate & partnership returns and research

Qualifications for tax senior associate

- Interacting and building client relationships and support Manager/Senior Manager/Partner on client accounts
- Experience with C-Corporations
- Prepare workpapers which consist of calculation and analysis of book/tax differences
- Accumulate information needed to complete tax work, including interfacing with other areas of the firm
- Supervise and train tax analysts

