



# Example of Tax Senior Associate Job Description

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

## Responsibilities for tax senior associate

- Outsourced tax compliance
- Tax allocations
- Ability to research complex tax issues and complete special projects as needed
- Assist with development and supervision of Associates
- Continually maintain professional development through ongoing education and additional certifications
- Maintain knowledge of firm services, other than tax compliance, and promote to clients when appropriate
- Review and preparation, when needed, of Federal and State tax returns (1065, 1120), along with other supplemental and information reporting tax forms (1042, 1042-S, 8804, 8805, 8865, 8858, 5471, 926, 8621, 8886, PFIC statements)
- Review and preparation, when needed, of Federal and State Schedule K-1s, footnotes and disclosures
- Work with the Accounting Department and the Fund Administrator to review books and records and partner demographics to provide information to outside tax advisors
- Analyze underlying security transactions for potential wash sale, constructive sale, straddle, short sale adjustments, future/forward contracts, Sec 988, 1256 contracts, qualified dividend income, original issue discount, market discount, premium amortization and other necessary tax adjustments

- Knowledge of ProSystem FX Tax Preparation software
- Prepare and review periodic tax true-up, income tax reporting, tax wash-up and other tax reporting such as Present Entitlement, 45 Day Rule, Carve-out, Div16e, AIIR
- CPA and MST a plus
- Comprehensive understanding of tax law
- Proficient in complex tax return preparation
- Minimum 2+ years of recent experience in Public Accounting with an emphasis on Tax