



Example of Tax Senior Associate Job Description

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Our growing company is hiring for a tax senior associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for tax senior associate

- Track and make quarterly estimated tax payments with the IRS
- Review and preparation of FBAR filings
- Research of tax issues when needed
- Reviewing prepared tax
- Managing the tax staff
- Prepare schedules and workpapers in connection with the computation of the quarterly and annual tax provisions
- Work in a cross-functional environment working between the accounting staff and the tax department
- Assist the Director of Tax in creating complete, accurate tax work paper packages
- Manage the preparation and issuance of K-1s
- Perform information reporting, FIN 48 analysis for those entities that undergo a financial statement audit

Qualifications for tax senior associate

- Exposure to many issues pertaining to Corporations, Partnerships and High Net Worth Individuals and trusts
- Ability to meet client deadlines while handling multiple concurrent engagements
- 1.5 - 4 years of tax preparation experience in public accounting
- Manage the federal and state notices that the firm receives which involves,

- Preparing and analyzing tax returns and strategies for clients