



Example of Tax Senior Associate Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Reviewing Form 1120 and 1065 (including 5471, 5472, and 8858), 1120-C, and multi-state income and franchise tax returns
- Preparing estimates and extension tax projections, payments, and state and foreign withholdings tax forms such as 1042 & 8805
- Draft and deliver proposals for engagements and develop knowledge about the range of services offered by the firm
- Ensure timely and quality delivery of services to exceed the expectations of our clients
- Oversee tax research projects for clients in diverse industries
- Learn and begin to apply growth process (participates in assigned RC,, pipeline support, COPs)
- Supervises the engagement (job) project management, billing, ensures QC (technical) standards
- Review the monthly, quarterly, and annual non-income tax related filings, including sales & use tax, VAT/GST, rent tax, and property tax returns, business registrations as needed
- Support all statutory tax audits (income, sales & use, property,) and prepare responses for review by the Associate Director and/or Director
- Conduct thorough tax research (including income, sales, foreign,) and maintain appropriate documentation of research for future reference, including drafting of memos as appropriate

Qualifications for tax senior associate

- 3+ years of Tax practice experience within a CPA firm
- Knowledgeable with all aspects of Corporate Tax, Partnership and High Net Worth individuals
- Experience with high net worth individuals and pass through entities a plus
- 10+ years of Tax experience (990 Non-Profit, Compliance, Corporate, Individual, Partnership)
- The word "tax" is not foreign to you, and you can easily explain details of your tax experience and/or can explain the difference between a 1040 and an 1120