



Example of Tax Specialist Job Description

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Our company is looking to fill the role of tax specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for tax specialist

- All or part of the monthly preparation of the tax allocations and periodic tax estimates
- Directly interfacing with trading managers and investors offering support and guidance regarding the tax allocation process
- Interacting with counterparts at Audit Firms
- Complete and submit necessary forms for department and clients
- Review submitted department-wide documents
- Prepare and monitor the annual tax calendar
- Preparation of quarterly and annual tax provisions
- Maintain sales tax exemption certificates, responses from tax authorities, and databases required to support department tax initiatives
- Updating, maintaining and reconciling tax fixed asset ledgers in Oracle
- Calculating and reconciling Federal, AMT, State and other special depreciation books in Oracle

Qualifications for tax specialist

- Stable work history and proven leadership skills
- CPA license, legal degree and/or Masters degree strongly preferred
- U.S. federal tax returns (1120) including fixed asset gain/loss, tax depreciation, schedule M-3 adjustments e-Filing
- Flexibility in hours worked
- Ability to travel within Europe and to USA
- Understanding of basic tax return processes