



Example of Tax Staff Accountant Job Description

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Our company is growing rapidly and is looking to fill the role of tax staff accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for tax staff accountant

- Review company financial documents and prepare corporate tax returns
- Review completed business returns for accuracy
- Prepare reports and projects as requested by upper management
- Prepare various business tax returns
- Maintain technical competency and accuracy of practice management software for overall client engagement functions as assigned
- Responsible for overall client engagement functions
- Prepare accounting related entries to numerous registers, journals and logs
- Perform monthly bank settlements
- Respond to tax questions received by chat, telephone, issue tracker and discussion board ensuring the department minimizes response times and meets service levels goals
- Preparation and filing of returns

Qualifications for tax staff accountant

- MS in Accounting, required
- 2 years of professional experience in tax compliance and/or accounting, preferred
- ProSystem fx Tax experience
- Bachelors Degree - Accounting/Finance from an accredited university
- CPA designation or candidate on CPA track

