



Example of Tax Staff Job Description

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Our growing company is looking for a tax staff. 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

- Prepares the federal and state extension requests and quarterly estimated tax payments for the various companies and helps to maintain the Tax Dept Calendar
- Prepares federal tax returns and various state returns including franchise tax returns and annual reports
- Researches, resolves and responds to state and federal regulatory agencies' notices
- U.S. federal income tax compliance, including preparation of annual U.S. consolidated return
- Prepare federal income tax estimates and extensions
- Assist in research for U.S. federal tax matters
- Gather data and prepare schedules for federal tax audits
- Assist with SOX compliance for U.S. federal taxes
- Assist with FIN48 and FAS5 reserves and documentation for U.S. federal tax
- Special projects associated with U.S. federal taxes, as assigned by direct manager

Qualifications for tax staff

- Experience in GAAP accounting
- 1-3 years of tax season experience
- Must have the ability to work with individuals at all levels

- German writing and communication skills is an advantage
- Minimum overall and accounting GPAs of 3.2