



Example of Tax Staff Job Description

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Our innovative and growing company is hiring 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

- Assist with the preparation of federal, state and local income tax returns
- Assist with federal and state notices/audits as they arise
- Gain experience and training in various areas, including reviews, compilations, tax return preparation (such as partnerships, S-corps, corporations) and tax research
- Coordinate all tax related audits (IRS, auditors)
- Responsible for the preparation of the tax depreciation schedules, including Regular Tax, Alternative Minimum Tax (AMT) and Adjusted Current Earnings (ACE)
- Perform special projects for Controller and CFO as assigned
- Prepare tax payment amount for WHT and VAT Monthly Tax Report
- Filing and listing of mail correspondence from Tax Office or other parties
- Download data from GL to support Monthly Tax Report submission
- Listing Prepaid Tax for Annual CIT Return

Qualifications for tax staff

- 1-2 years of work experience, a plus
- Undergraduate or Master's degree in accounting
- Must have 150 credits and classes completed to be eligible for CPA exam at graduation
- Ideal candidate has held leadership roles on campus, participated in

- A bachelor's degree with a concentration in accounting