



## Example of Tax Staff Job Description

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Our company is looking for a tax staff. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for tax staff

- Preparation of federal and state tax returns and related work papers (forms 1120, 1065, 8865, 5471)
- Assist in computation and preparation of quarterly federal and state tax estimated payments and annual extensions
- Utilize tax return software to prepare federal and state tax returns
- Assist with the research of federal, state and local tax issues as appropriate
- Preparing federal and state income tax returns and quarterly estimated payments
- Assist with the preparation of work papers for various book to tax differences
- Assist with calculations of estimated tax payments
- Assist with calculations of the year-end tax provision for financial statement reporting
- Research tax-related matters and prepare technical memoranda as needed
- Assist with various tax projects within the tax department

### Qualifications for tax staff

- Minimum of three (3) years' experience in tax accounting at a public accounting firm
- Bachelor's degree in accounting or equivalent work experience and 1-2 years of corporate tax experience in public or private industry
- Proficiency with various tax software and research tools

- 3+ years of experience in tax and associated accounting
- General knowledge and understanding of tax reporting