



Example of Tax Staff Job Description

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

Responsibilities for tax staff

- Provide support on tax return work papers for Federal, State and Franchise tax returns and tax estimates
- Prepare various aspects of federal and state income tax returns
- Prepare quarterly federal and state tax payments
- Correspond with federal and state income tax authorities as necessary
- Research various federal and state income tax issues
- Reviewing and/or preparing complex partner tax allocations
- Other tax processing duties, as assigned
- Other duties may include assisting with general accounting functions such as A/P, billing and A/R, financial reporting, and general ledger maintenance
- Contributing to client satisfaction by providing timely and effective responses to client needs and concerns, thereby enhancing long-term working relationships with clients
- Preparing and self-reviewing work products for completeness and accuracy, and prepare them for client delivery

Qualifications for tax staff

- Proficient in Microsoft Office Suite (Outlook, Word, Excel) required
- Four year accounting degree preferred with Sales and Use Tax Experience
- 1 -4+ years of Public Tax experience
- C Corp, S Corp, Partnership, Individual Returns
- Perform projects and ad hoc research as needed
- 1-3 years of related experience with sales and use tax