



Example of Tax Staff Job Description

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Our company is growing rapidly and is looking for a tax staff. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for tax staff

- Preparation monthly tax compliance (WHT, VAT)
- Reconciliation GL & Tax Report (all taxes)
- Data entry, tax payment, and tax reporting
- Tax filling
- Manage tax files
- Performs other accounting and auditing duties as needed in engagements and as assigned by supervisory personnel
- Performs other essential duties as needed
- Prepares various tax returns filed by the Tax Dept
- Reviews detail and analyzes summary data to determine the proper tax reporting and treatment
- Assists with tax return preparation, research, and additional projects for other tax areas

Qualifications for tax staff

- Proficient in Excel and ability to learn new systems quickly
- Working knowledge of GAAS, GAAP, and other professional standards and regulations
- Analytical, technical, and tax accounting skills with experience in US GAAP (ASC 740), corporate tax compliance, and corporate consolidated returns
- 2-5 years of Tax experience with a Mexican company
- Ability to fill multiple roles within the department
- Highly creative, recognized as a results-oriented and solution-focused

