

Job Title: Tax Accountant	Job Grade: P1
Department: Accounting	Report To: Controller

Position Overview:

The Tax Accountant is responsible for carrying out accounting tasks related to all corporate taxes and ensuring all tax related documents are accurate and filed appropriately.

Essential Job Functions:

- Research and implement sales tax process for every state that we have nexus.
- Audit invoices to ensure sales tax procedures are completed correctly.
- Research and implement income tax process for every state that we have nexus.
- Review income tax returns for each state we have nexus completed by third party.
- Assist human resources department in all tax reporting.
- Maintain thorough tax records for our organization.
- Ensure tax compliance for all corporate entities.
- Prepare state income tax filings, personal property tax filings, indirect tax filings, etc.
- Defend filing positions in audit proceedings and will assist in income tax research & analysis.
- Support and advise the business with respect to all sales & use, property tax and relevant transaction tax matters. Manage all aspects of property tax payments and appeals.

Requirements:

- BA/BS in Accounting from an accredited college/university
- Minimum 1 year of experience, in public accounting and/or industry preparing corporate income tax, sales & use tax and property tax returns.

Other Skills/Abilities:

- Must have good understanding of Microsoft Word, Excel, and Outlook.
- Must have good organizational skills.
- Must have strong attention to detail with excellent analytical skills
- Must have in depth knowledge of accounting procedures

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as assigned.

Management Approval:

Date

HR Approval

Date