

Tax Accountant Job Description

Job Purpose:

Complies with taxation requirements by preparing and filing tax documents; complying with tax regulations; maintaining tax records.

Duties:

- * Prepares work to be processed by gathering, sorting, and organizing data and documents; establishing priorities.
- * Prepares federal, state, local tax documents by assembling and analyzing financial information; completing forms using software.
- * Records tax information by entering information into databases.
- * Maintains compliance with tax regulations by researching current regulations; referring difficult interpretations to supervisor.
- * Protects operations by keeping information confidential.
- * Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- * Contributes to tax team results by welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

Skills/Qualifications:

Tax, Financial Skills, Financial Software, Analyzing Information, General Math Skills, Reporting Research Results, Research Skills, Informing Others, Written Communication, Attention to Detail, Accounting

Salary: \$55,000.00 to \$65,000.00 /year

Career Level Required: Experienced (Non-Manager)

Experience Required: 2+ to 5 Years

Education Required: Bachelor's degree

Job Type: Full-time