Tax Accountant Job Description



TAX ACCOUNTANT RESPONSIBILITIES INCLUDE:

- Preparing tax payments
- Estimating and tracking tax returns
- Completing regular (quarterly and annual) tax reports

JOB BRIEF

We are looking for a Tax Accountant to prepare tax payments and returns for our company.

To succeed in this role, you should show interest in following changes to tax regulations and laws. Excellent time management skills are also essential, as you'll have to ensure our company meets tight deadlines. Tax Accountant responsibilities also include organizing and maintaining records of tax payments.

Ultimately, you should be able to recommend tax strategies that comply with laws and promote our company's financial well-being.

RESPONSIBILITIES

- Prepare tax payments
- Estimate and track tax returns
- Complete quarterly and annual tax reports
- Organize and update the company's tax database
- Recommend tax strategies that align with business goals
- Prepare necessary paperwork for tax payments and returns
- Share financial data with the accounting department
- Identify tax savings and suggest ways to increase profits
- Follow industry trends and track changes related to taxes
- Liaise with internal and external auditors
- Forecast tax predictions to senior managers

REQUIREMENTS

- Proven work experience as a Tax Accountant, Tax Analyst or Tax Preparer
- Knowledge of accounting and bookkeeping procedures
- Familiarity with accounting software packages

- Computer literacy (MS Excel in particular)
- Excellent analytical and time management skills
- Strong numeracy skills
- Keen attention to detail
- BSc degree in Accounting, Finance or relevant subject; industry certification (e.g. CMA or CPA) is preferred

SOURCE: https://resources.workable.com/tax-accountant-job-description