

## Sales Tax Analyst

### Description

The Sales Tax Accounting Analyst's primary responsibilities are to work with management to identify Sales and Use tax savings opportunities for clients within their day-to-day operations. The Analyst will help audit/review client transactions for taxability, prepare materials for meetings with clients and/or taxing authorities, assist in preparing correspondence, research taxability issues, help with data reconciliations, and perform other duties as necessary. Training will be provided.

### Responsibilities

With direction and guidance from Sales Tax Management, the Sales Tax Analyst will assist in:

- Formulating audit/refund taxability decisions
- Reviewing client data for tax savings opportunities
- Drafting filings, such as refund claims, protests, and various other administrative replies
- Reconciling tax returns with client data
- Performing necessary vendor research
- Other duties as assigned

### Qualifications

- Accounting or Finance College Senior or Recent Graduate
- Proficient in Access and Excel
- Demonstrates basic research skills
- Ability to analyze raw accounting data
- Adaptability and multitasking
- Capability to establish work priorities with limited supervision

### Hiring organization

Invoke Tax Partners

### Employment Type

Full-time

### Job Location

Fort Worth, TX

### Date posted

November 6, 2024