

Sales Tax Intern, Summer 2024

Description

The Sales Tax Intern's primary responsibilities are to assist staff as they identify Sales and Use tax savings opportunities for clients within their day-to-day operations. The intern will help 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 entry-level duties as necessary. Training will be provided.

Responsibilities

With direction and guidance from Sales Tax Management, the Sales Tax Intern 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

- Junior or Senior Accounting or Finance Major
- 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, Intern

Beginning of employment

Summer 2024

Job Location

Dallas, TX

Date posted

October 3, 2023