

## Sales and Use Tax Senior Consultant

### Description

The Sales and Use Tax Senior Consultant's primary responsibilities are to support and lead projects and staff to identify Sales and Use tax savings opportunities for multi-state and multi-industry clients. The incumbent will be tasked with completing sales tax refunds, audit defense projects, and sales tax consulting projects while maintaining positive relationships with clients, taxing authorities, and Invoke team members. Some travel required (up to 30%).

### Responsibilities

- Support/lead project workflow and team
- Finalize staff's audit/refund tax decisions
- Organize and create databases of client data for tax savings opportunities
- Mentoring/developing staff
- Support/lead staff workload
- Finalize Tax filings, such as petitions for redetermination, refund claims, and various other administrative replies
- Responds to client inquiries and prepares documentation requests from state agencies
- Travels to client locations as needed
- Other duties as assigned
- Final review of tax decisions on invoices
- Completion of sales tax research for client issues in different states
- Support/lead staff time allocations on sales tax projects

### Qualifications

- Bachelor's Degree in Accounting/Finance required
- At least three to six years of experience in Sales Tax Consulting positions
- Proficient in Microsoft Access
- Demonstrates knowledge of basic tax research
- Experience in conducting tax audits and reverse tax audits
- Ability to analyze raw data to reconcile trial balances and sales and use tax returns

### Job Benefits

- Delegation of project work to seniors/staff
- Support/lead project issues/concerns
- Mentoring, training, and/or developing staff
- Senior Consultant will review audit/refund schedules and other documents prepared by Consultants
- Responsible for completing all assigned tasks and meeting deadlines

### Hiring organization

Invoke Tax Partners

### Employment Type

Full-time

### Job Location

Dallas/Fort Worth, TX

### Date posted

September 25, 2023