

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