



Senior Tax Accountant

The Senior Tax Accountant is responsible for the timely preparation and review of federal, international, foundation, state and local tax compliance.

Responsibilities include:

- Analyze and respond to tax notices for all tax types and jurisdictions
- Assist with gathering supporting documentation for income tax and indirect tax audits
- Accumulate, analyze and process financial accounting data in order to prepare analysis and assist during implementation
- Maintain accounting for the Foundation, including system balancing, period-end closings, general ledger maintenance and miscellaneous filings
- Gather data for preparation of income, sales and property tax returns including coordination with outside review.
- Perform tax research and prepare memos/documentation as requested
- Assist in preparing schedules for quarterly and annual tax provision calculations, including income tax payable and deferred tax account roll forwards
- Maintain and update tax corporate tax calendar and work with fixed asset group to maintain tax depreciation schedules

Qualifications include:

- A Bachelor's Degree in Accounting with a minimum of 4 to 5 years' experience working with corporate income tax compliance and working with a mix of public accounting and a publicly traded company; a Master's degree and with 5 to 7 years' experience working with corporate income tax compliance and working with a mix of public accounting and a publicly traded company is preferred.
- CPA Certification is required
- Proficiency in Excel and business tax software is required; experience in OneSource is preferred.
- Excellent verbal and written communications skills
- Strong analytical skills as well as planning and organizational skills are required.
- Demonstrated ability to be self-disciplined and to be reliable and dependable.
- Ability to work in a fast paced environment and adapt to change