

Tax Manager Job Description

Duties and Responsibilities:

- Perform tax audits for corporations and calculating tax payments
- Maintain tax regulations and ensure that corporations comply with them
- Carry out R and D and investigate new tax guidelines
- Identify and avert problems that may arise in tax dealings
- File income tax and reconcile tax accounts
- Monitor and coordinate the activities of workers in the tax department.
- Account for profit taxes and files for tax returns
- Work to ensure that individuals and corporations are not excessively taxed
- Offer professional advice to corporations and individuals on tax matters
- Assist the government in preparation of income tax
- Prepare periodic tax reports which may be annual, quarterly, or monthly
- Maintain tax balances on the general ledger
- Reviews tax provisions and assist corporations in tax planning
- Provide accurate and reliable tax data to corporations, individuals, and other professionals like accountants and solicitors
- Maintain good relationship with other professionals like financial managers, public accountants, and budget directors.

Tax Manager Requirements – Skills, Knowledge, and Abilities

- The first requirement for getting hired as a tax manager is being educated. Background in finance, economics or accounting is necessary. Masters in taxation or similar fields may be a plus
- Hand on experience as an employee in taxation related environment is a must. In addition, being a member of a professional taxation body like CCIM Institute and the American Institute of Certified Public

Accountants. In addition, he/she must be proficient in SAP and CorpTax to enable him/her carry out his/her duties seamlessly

- He must be able to work under pressure and meet deadlines. Good communication, research and report writing skills are necessary for this role
- Good math and accounting skills are imperative in taxation. In addition, the manager must be a problem solver
- Finally, the manager must be professional and ethical in discharging his/her duties.