

# Tax Analyst Job Description

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- Responsible for gathering the information required for international compliance and transfer pricing, and provide support with the year-end provision
- Provide support with professional development, as well as review the work of the tax accountant
- Provide support for tax audits and answer to inquiries from various taxing jurisdictions
- Verify account balances by performing reconciliations on tax general ledger accounts
- Responsible for ensuring proper taxation of inbound and outbound expatriate employees
- Ensure the organization is current with changing tax obligations and contact tax agencies to apply for and set up new tax IDs as necessary
- Liaise with tax agencies for timely resolution of all payroll tax related issues
- Review and approve all payments and returns by tax vendors whether on a weekly, biweekly, quarterly, or annual basis
- Regularly perform audits on the system to ensure data integrity; responsible for the resolution of discrepancies that might adversely impact on the company's tax returns
- Responsible for the reconciliation of payroll tax account balances and other payroll functions as required.