



# Tax Accountant Job Description

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Process Owner: Human Resources

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## Summary:

We are currently seeking a sharp, diligent, and highly effective Tax Accountant with overall general accounting experience within a small/mid-size manufacturing company. This position will be responsible for the research, recommendation, implementation, and compliance of optimum tax strategies and day to day accounting team functional support.

## Primary Duties/Responsibilities to include, but not limited to the following:

- Support the preparation and review of company annual federal, state, and local tax returns
- Prepare/coordinate the yearly, quarterly, and monthly filings for sales and use tax returns
- Ensure the accurate, compliant, and timely filing of all other tax forms (property tax where applicable and other taxes as required)
- Research, recommend, and implement tax strategies that align with business goals
- Follow industry and regulatory Tax/Accounting developments and changes, and implement compliance policy and processes
- Administering Tax Audits directly with Tax Authorities with or without external support (preparing responses, creating schedules, etc.)
- Support and maintain general ledger, cost/financial reports, tax reporting, and reconciliations
- Coordinate, review and maintain intercompany transfer pricing policy and reporting as applicable
- Supports accounting team functions, including payroll processing, expenses and PTO reporting, and AP/AR administration
- Maintain and reconcile chart of accounts, bank/credit card accounts, and property/loan agreements
- Receives, records and deposits assigned payments from customers (checks, ACH, wire)
- Support inventory audits, and other projects when applicable

## Required Skills/Experience/Education:

- Bachelor's degree in accounting or finance. CPA preferred.
- 5+ years proven work experience as a Tax Accountant with Public accounting experience
- In-depth knowledge of US business tax regulations and requirements
- Experience with accounting and record keeping policy and process across multiple company types
- Thorough attention to detail and extreme accuracy while supporting a high transaction volume
- Excellent analytical and time management skills, keen eye for deadlines and priorities
- Strong numeracy skills and ability to multitask
- Maintain strict confidentiality of all sensitive or proprietary information
- Excellent verbal and written communication skills to all levels (regulatory, management, staff)
- Software expertise: ERP Systems (SAP One, E2), QuickBooks, Advanced Excel and PowerPoint

## Work Environment/Schedule: (as applicable)

Primary office environment with high level computer interface and some interaction with production/inventory facilities. The work schedule has some flexibility, but primary office hours are Monday-Friday, 8:30-5:30.

*Drake Plastics is a drug-free workplace. All applicants who receive conditional offers of employment will be subject to pre-employment drug testing.*