

Job Description

Title: Tax Manager

Cost Ctr: 904-000

Work Location: Addison, TX

Position Status: Full-time Part-time

Division & Department: Corporate Services – Finance & Accounting

Position Reports to: Chief Financial Officer

JOB SUMMARY

The Tax Manager will be responsible for all tax activities to ensure compliance with Federal, state and international tax reporting requirements. The Tax Manager will be part of the Corporate Finance and Accounting team, reporting directly to the Chief Financial Officer. The Tax Manager will coordinate with the Company's independent tax accountants in the preparation and filing of all Federal, state and international income tax returns, as well as the payment of all quarterly estimated taxes. Additionally, he/she will be responsible for the monthly filing of VAT and WHT returns for all foreign entities. This individual will also research the tax impact on direct margin and gross margin for pricing models utilized to evaluate revenue opportunities. The ability to work independently with little supervision is required as is the ability to communicate proficiently with all levels of management in a highly visible fashion. The Tax Manager must be a detail-oriented, self-starter with a strong work ethic, bring a positive and outgoing personality to the role, and be a reliable and collaborative team member.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Coordinate with the Company's independent accountants for preparation and filing of all Federal, state and international income tax returns, as well as the payment of all quarterly estimated taxes
- Manage the financial statement tax accounting and tax compliance processes
- Review and approve the quarterly and annual tax provision under ASC 740
- Manage all phases of the sales/use tax function including compliance, planning and reporting

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- Preparation of monthly VAT and Withholding Tax filings for foreign entities
- Review transfer pricing studies for US and cross border transactions
- Provide tax analysis & research for pricing models, including permanent establishment evaluation
- Prepare and/or review cash tax forecasts for corporate budgeting and forecasting
- Identify actions to drive improvement or potential cost savings
- Research and monitor federal and state income tax incentives for new opportunities
- Provide analysis or reports as needed to support the objectives of the Company
- Provide assistance with foreign entity setup
- Provide tax research and stay current on tax regulations impacting or potentially impacting the Company
- Perform other duties and responsibilities as required by the CFO

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Bachelor's degree in Accounting or Finance
- Master in Taxation is preferred
- CPA license required
- Minimum 7 years of progressive tax experience with a public accounting firm and/or large multinational company
- Experience with international taxation, including VAT and WHT filing requirements
- In depth knowledge of tax accounting and reporting concepts, practices and procedures
- Strong research skills
- Excellent interpersonal, oral and written communication skills
- Self-starter, strategic thinker and problem solver
- Motivated, reliable and outgoing with a strong work ethic
- Proficient in Microsoft Excel

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the described job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard office environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet multiple deadlines.

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Physical: Essential functions require sufficient physical ability and mobility to work in an office setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

<i>Human Resources use only</i>	
Job Title	Tax Manager
Management (Yes / No)	No
Status (Exempt / Non-Exempt)	Exempt
Date Revised	09/27/2017
HR Approval Signature / Date	
Executive Approval Signature / Date	