



## Vertical Bridge Job Description

<b>Job Title:</b>	Tax Analyst	<b>Date:</b>	05/02/22
<b>Department:</b>	Finance	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Tax Director	<b>FLSA Status:</b>	Exempt

### Summary:

The Tax Analyst is responsible for maintaining property and sales tax accruals, sales tax billing calculation, responding to state and local taxing authority inquiries and overall support for daily internal tax function as requested by the Tax Director.

### Job Functions:

1. Monitor property tax accrual for required true-ups and corrections
2. Assist with periodic property tax payments and review the weekly Ryan LLC property tax payment upload
3. Prepare monthly and quarterly sales tax returns
4. Assist with tax and accounting information requests from our external tax service providers
5. Respond to state and local taxing authority inquiries
6. Scan and process tax mail
7. Assist Tax Director on special projects and other duties as assigned

*These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.*

### Supervisory Responsibilities:

None

### Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel.

### Education and Experience:

1. Bachelor's Degree required, preferably in Accounting or Tax
2. Minimum one year of experience preferred; can be internship experience
3. Strong detailed analytical skills, including advanced Excel skills
4. Position requires the ability to successfully manage multiple priorities
5. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
6. Effective in an entrepreneurial culture, working independently and as part of a team

*Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V.*

*Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.*