



Vertical Bridge Job Description

Job Title:	Tax Specialist	Date:	11/07/22
Department:	Finance	Location:	Boca Raton
Reports To:	Senior Tax Director	FLSA Status:	Exempt

Purpose:

The Tax Specialist 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 Senior 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 Senior 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

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