

## **Assistant Tax Manager - Indirect Tax**

U.S. Venture | WI - Appleton

### **POSITION SUMMARY**

The Assistant Tax Manager – Indirect Tax position is involved in all aspects of Federal, State, and local indirect tax compliance and related tax research. This position oversees the supervision of Tax Specialists and Senior Tax Specialists and includes assisting with preparation of select tax returns and review of a direct report tax returns. In addition, the Assistant Tax Manager – Indirect Tax is responsible for ensuring they are filed and paid accurately and timely. The Assistant Tax Manager must understand and be able thoroughly analyze complex transactions, reports, and activities to collect, remit and report taxes and fees to the appropriate authorities.

### **JOB RESPONSIBILITIES**

- Supervise the day-to-day activities of tax specialists. Designs, implements, and coordinates appropriate staff training.
- Review all assigned indirect tax returns for direct reports on a timely basis to ensure timely filing.
- Efficient, accurate, and timely preparation and filing of all assigned tax returns, which may include a variety of indirect tax types.
- Direct contact with internal and external indirect tax customers to identify, understand, and resolve issues and/or discrepancies.
- Develop staff members through technical training.
- Influence or motivate individuals or groups who may have different interests and goals
- Continuously look for ways to improve processes, increase efficiencies and improve the quality of the team's work product.
- Keep abreast of industry developments and applicable tax law changes, including changes in tax rates. Communicate these changes to appropriate interested parties.
- Develop and maintain a working knowledge of all key software tools.
- Research, analyze and interpret tax laws and provide written memoranda on various projects and transactions. Maintain accurate and complete working papers supporting all Federal and State tax positions including providing support for IRS and State audits.
- Timely resolution of correspondence and notices from tax authorities as assigned.
- Act as subject matter expert for relevant tax determination and compliance systems.
- Review and resolve assessments and amendments related to previously submitted tax returns.

### **QUALIFICATIONS**

- Bachelor's Degree in Accounting or related field and 3-5 years motor fuel tax experience or equivalent combination of education and experience required
- Prior sales tax experience preferred
- Ability to analyze and interpret financial reports and legal documents (counterparty contracts, tax law, etc.)
- Demonstrated problem solving skills
- Strong organizational skills & attention to detail.
- Thorough working knowledge of Federal, State and local motor fuel taxes, special, environmental and other fees.
- Thorough working knowledge of Microsoft Office applications.
- Demonstrated ability to work independently and as a team member; ability to set priorities and to respond to changing demands from multiple sources.
- Proven analytical and problem-solving skills; demonstrated planning and organizing skills; ability to think strategically short term/long-term.
- Excellent communication skills.
- Strong leadership skills and the ability to manage people and processes.
- Occasional travel will be required

U.S. Venture, Inc. maintains a drug-free workforce, including pre- and post-employment substance abuse testing pursuant to a Drug and Alcohol Policy.

Our company is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender, gender identity or expression, marital status, age, national origin, disability, veteran status, genetic information, or other protected characteristic. If you need assistance or an accommodation due to a disability, you may call Human Resources at [\(920\) 739-6101](tel:9207396101).

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