



## SENIOR TAX ASSOCIATE

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<b>DIVISION:</b>	USA	<b>JOB CODE:</b>	2017
<b>LOCATION:</b>	Corporate	<b>JOB FUNCTION:</b>	Accounting & Finance
<b>DEPARTMENT:</b>	Central Accounting	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Tax Manager	<b>EFFECTIVE DATE:</b>	06/03/26

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### JOB SUMMARY

This role is responsible for owning key components of the company's tax compliance and provision processes while also supporting tax planning and strategic initiatives. The position operates as a hybrid between day-to-day execution and forward-looking analysis, requiring adaptability, strong technical skills, and the ability to model and evaluate tax impacts.

### QUALIFICATIONS

#### Education/Experience

Bachelor's degree in Accounting plus a minimum of three (3) years of tax experience in public accounting or a mix of public and industry experience. Must have experience with corporate tax compliance and tax provision (ASC 740). CPA certification required.

Exposure to international tax concepts or cross-border options, process improvement and/or tool implementation, tax planning, modeling, or forecasting, and experience with excel-based modeling or financial analysis is preferred.

#### Knowledge/Skills/Abilities

**Analytical Skills.** Ability to apply critical thinking and professional judgment in analyzing moderately complex tax issues, data, and processes. Identifies risks, inconsistencies, and opportunities for improvement within assigned areas of responsibility. Evaluates information carefully and supports conclusions with appropriate analysis and documentation. Demonstrates increasing ability to work through unfamiliar issues with limited guidance.

**Communication Skills.** Communicates clearly and professionally with team members and cross-functional stakeholders in support of independently owned deliverables. Prepares accurate, well-structured written communications, analyses, and documentation with minimal guidance. Participates in discussions with stakeholders to clarify requirements, resolve issues, and ensure alignment on assigned work. Adapts communication approach to different audiences and begins to explain tax concepts in a clear, practical manner.

**Computer/Applications Skills.** Demonstrates advanced proficiency in Excel and related business applications to manage and analyze large or complex data sets. Develops and improves spreadsheets, reports, and data analysis tools to enhance efficiency, accuracy, and consistency. Leverages tax software and reporting tools effectively to support departmental objectives and solve operational challenges. Serves as a resource to others on system functionality and data analysis techniques.

**Core Business Skills.** Demonstrates strong independent problem-solving skills and resourcefulness in addressing complex or unfamiliar issues. Exercises sound business judgment and maintains a high level of accuracy and attention to detail in a fast-paced environment. Effectively manages multiple priorities, deadlines, and competing demands. Prepares and reviews clear, concise, and professional written communications, analyses, and documentation.

**Core People Skills.** Builds strong working relationships across departments and serves as a resource for junior team members. Demonstrates leadership through initiative, professionalism, accountability, and consistent follow-through. Communicates complex tax concepts clearly to non-tax stakeholders and supports cross-functional collaboration. Exercises strong judgment and critical thinking in resolving tax and operational issues.

**Process Improvement & Automation Skills.** Drives incremental process improvements that enhance efficiency, accuracy, scalability, and consistency within the tax function. Develops and refines workbooks, models, templates, and documentation to improve usability, automation, and knowledge transfer. Evaluates existing processes



critically and recommends practical improvements to reduce manual work and operational risk. Supports the implementation of standardized processes and best practices across the department.

**Professional Development and Learning.** Maintains and expands technical expertise and business knowledge through continuous learning and professional development. Shares knowledge and actively supports the development of less experienced team members through collaboration and informal coaching.

**Tax/Accounting Skills.** Applies strong technical knowledge of tax regulations and accounting principles to perform complex tax analyses and support compliance activities. Conducts independent research on tax issues and interprets guidance to support conclusions. Prepares and reviews tax workpapers, calculations, and documentation with a high degree of accuracy. Serves as a technical resource for junior staff on tax and accounting matters.

**Travel.** Ability to travel by land and air up to 5%. Valid U.S. Passport or ability to obtain.

## **TAX DEPARTMENT CORE RESPONSIBILITIES**

1. **U.S. Tax Compliance & Reporting.** Lead and support the timely, accurate, and efficient execution of U.S. tax compliance and reporting activities while providing operational stability, technical support, and process continuity within the tax department by balancing hands-on compliance responsibilities with increasing involvement in process improvement, planning support, and scalable operational initiatives as departmental needs evolve, including:
  - a) Coordinating, preparing, reviewing, and/or supporting federal and state estimated tax payments, extensions, and related compliance calculations and documentation.
  - b) Leading the preparation, coordination, and review of year-end workpapers and supporting schedules for audited financial statements, consolidated federal corporate tax returns, state and local income/franchise tax returns, sales and use tax filings, annual reports, and secretary of state filings.
  - c) Preparing, reviewing, and supporting federal, state, and local tax returns and related schedules utilizing departmental tax software, internal processes, and available source data.
  - d) Researching, analyzing, and summarizing routine to moderately complex tax issues to support accurate compliance, operational decision-making, and departmental planning initiatives.
  - e) Supporting the maintenance, accuracy, and reconciliation of Financial Accounting Standards (FAS) fixed asset records, depreciation schedules, and related tax reporting processes.
  - f) Coordinating and/or reviewing property tax and unclaimed property filings, supporting documentation, notices, and related compliance requirements.
  - g) Reviewing compliance workpapers, source data, and supporting documentation for accuracy, completeness, and consistency while identifying issues, risks, or process gaps and coordinating resolution as appropriate.
  - h) Supporting the development, maintenance, and improvement of tax compliance procedures, documentation standards, and internal controls to enhance operational consistency and reduce key-person dependency.
2. **Process Improvement and Automation.** Drive and coordinate improvements to tax processes, tools, and documentation to increase efficiency, reduce risk, and improve consistency across compliance and reporting activities, including:
  - a) Prioritizing and addressing high-impact process improvement opportunities across recurring, high-risk, and resource-intensive tax activities.
  - b) Leading enhancements to workpapers, spreadsheets, and models to improve scalability, reduce manual effort, and increase standardization.
  - c) Identifying and reducing single-person dependencies by improving documentation, cross-training support, and process consistency.
  - d) Improving data flow, reconciliation processes, and system-to-system dependencies to reduce rework and



manual intervention.

- e) Developing and implementing standardized templates, documentation practices, and workflow improvements across tax processes.
3. **Tax Planning and Strategic Support.** Support tax planning and strategic tax initiatives by assisting with analysis, modeling, forecasting, and evaluation of tax impacts related to business operations and organizational changes, including:
- a) Facilitating tax planning initiatives through preparation of analyses, models, and supporting documentation related to business operations, transactions, and organizational changes.
  - b) Assisting with scenario analysis, forecasting, and modeling of potential tax impacts resulting from operational, financial, or structural business changes.
  - c) Evaluating and researching tax implications related to accounting changes, operational initiatives, entity structure changes, and international or cross-border activities impacting U.S. tax reporting.
  - d) Researching and summarizing tax law changes, technical issues, and emerging tax matters to support planning initiatives and departmental decision-making.
  - e) Collaborating with finance, legal, and external advisors to support tax planning projects and assess the tax impact of business activities.
  - f) Identifying opportunities to improve tax-related processes, modeling capabilities, and operational efficiency to support a more proactive and scalable tax function.
4. **Cross-Functional Coordination.** Lead coordination of information flow between internal business functions and external advisors to support tax compliance, reporting, and special projects (including transfer pricing, cost segregation studies, and R&D credits), ensuring timely, accurate, and complete delivery of required data and documentation.
5. **Team Support and Development.** Provide informal technical guidance to junior team members, reinforce best practices, and actively maintain and apply up-to-date knowledge of tax law changes, regulations, and technical developments impacting compliance and planning activities.

## **GENERAL FUNCTIONS AND RESPONSIBILITIES**

As an employee of Pyrotek, all Team members are expected to adhere to the following:

- 1. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
- 2. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
- 3. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
- 4. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
- 5. Actively support compliance with all relevant ISO management systems by providing or tracking utility and waste management data for KPIs.
- 6. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
- 7. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
- 8. Perform other tasks as assigned.



**PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

**WORKING ENVIRONMENT**

While performing the essential responsibilities of this position, the team member will generally work in an office environment.

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Team Member’s Signature

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Date