



TAX ASSOCIATE

DEPARTMENT:	Tax	REPORTS TO:	Tax Manager
DIVISION:	Corporate	FLSA STATUS:	Non-Exempt
JOB CODE:	2015	EFFECTIVE DATE:	10/11/2024

JOB SUMMARY

Supports the Tax Department in the gathering, preparation, and maintenance of tax-related documents. Assists in tax-related research to support compliance with local state and federal tax laws and regulations.

QUALIFICATIONS

Education/Experience

Bachelor's Degree in Accounting, Finance, or related field with an emphasis in Tax, and eligibility to sit for the Certified Public Accountant (CPA) exam required.

Knowledge/Skills/Abilities

Accounting. Basic understanding of federal, state, and local tax laws, including knowledge of tax preparation processes, accounting principles, and tax forms. Ability to research and analyze data.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly, concisely, and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office Products.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence.

Professional Investment. Commitment to own personal professional development and learning.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Assist with the accurate and timely performance of the following:
 - a. Preparation of federal and state estimated tax payments and extensions.
 - b. Preparation of various year end workpapers to support the Audited Financial Statements, consolidated federal corporate income tax return, and our state and local income/franchise returns, annual reports, and secretary of state filings.
 - c. Research various tax issues to facilitate accurate compliance.



- d. Maintenance of Financial Accounting Standard (FAS) fixed asset database and reporting.
 - e. Preparation of property tax and unclaimed property returns.
2. 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.
 3. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
 4. 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.
 5. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
 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 in a timely and accurate manner.

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, 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, team member generally will work in an office environment.

Team Member’s Signature

Date

Manager’s Signature

Date



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