



TAX ASSOCIATE

DIVISION:	USA	JOB CODE:	2015
LOCATION:	Corporate	JOB FUNCTION:	Accounting & Finance
DEPARTMENT:	Central Accounting	FLSA STATUS:	Nonexempt
REPORTS TO:	Tax Manager	EFFECTIVE DATE:	7/31/2026

JOB SUMMARY

Support U.S. tax compliance, reporting, and related tax operations by preparing tax filings, provisions, and supporting analyses, while ensuring accuracy, timeliness, and consistency across assigned responsibilities. Research tax matters, coordinate information with internal stakeholders and external advisors, support tax planning and business initiatives, and actively contribute to process improvement, standardization, and automation efforts across the tax function.

QUALIFICATIONS

Education/Experience

Bachelor of Science Degree in Accounting with an emphasis in Tax, up to three (3) years of professional Accounting and Tax experience in a top 10 accounting firm or multi-national entity (public or private).

Eligibility to sit for the Certified Public Accountant (CPA) exam, required.

Knowledge/Skills/Abilities

Tax/Accounting Skills. Applies working knowledge of tax laws, accounting principles, and compliance processes to support tax reporting and filings. Independently gathers, organizes, and analyzes financial data and supporting documentation. Assists with tax calculations, reconciliations, and basic research of tax issues. Identifies inconsistencies in data and escalates issues appropriately.

Analytical Skills. Demonstrates strong analytical and problem-solving skills in evaluating data, processes, and tax-related information. Identifies issues, researches relevant information, and develops practical solutions to routine and moderately complex matters. Exercises sound judgment in drawing conclusions and escalating issues when appropriate.

Process Improvement & Automation. Actively identifies opportunities to reduce manual effort, improve workflow efficiency, and enhance the accuracy of recurring processes. Improves existing workpapers, models, and documentation to strengthen consistency, usability, and standardization. Leverages available technology and tools to streamline tasks and reduce operational risk. Demonstrates initiative in evaluating existing processes rather than relying solely on prior-year approaches.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Contributes to a positive and productive work environment. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence. Ability to manage multiple responsibilities and deadlines, communicate effectively with colleagues and clients, and handle sensitive information with discretion. Uses sound judgment and problem-solving skills to address a variety of tax and operational situations.

Communication Skills. Communicates effectively and professionally in routine and moderately complex situations. Listens actively and collaborates with team members and cross-functional business partners to support day-to-day work. Prepares clear, concise, and well-organized written communications, reports, and documentation with appropriate guidance. Adjusts communication style and level of detail based on audience needs.



Computer/Application Skills. Demonstrates strong proficiency in Excel and other business applications to analyze data, reconcile information, and support tax reporting and compliance processes. Utilizes tax software and enterprise systems effectively and independently. Applies formulas, data validation, and analytical tools to improve accuracy, reduce manual effort, and support efficient workflows.

Core Business Skills. Exercises sound judgment and discretion in handling sensitive and confidential information. Works independently on routine assignments while appropriately identifying when guidance or escalation is needed. Demonstrates strong analytical skills, attention to detail, and accuracy in work product. Effectively prioritizes responsibilities and communicates clearly in written reports, documentation, and business correspondence.

Professional Development and Learning. Pursues continued development of technical, analytical, and business knowledge relevant to assigned responsibilities. Demonstrates initiative in expanding skills and applying new knowledge to improve individual performance and contribution.

TAX DEPARTMENT CORE RESPONSIBILITIES

1. **U.S. Tax Compliance & Reporting.** Prepare, coordinate, and support U.S. tax compliance, reporting, and related recordkeeping activities while ensuring accuracy, completeness, and timely execution, including:
 - a) Preparing and/or coordinating federal and state estimated tax payments, extensions, and related supporting calculations and documentation.
 - b) Preparing quarterly and annual income tax provisions (ASC 740), audited financial statement reporting, year-end tax workpapers and supporting schedules for:
 - i. Consolidated federal corporate income tax return including US reporting related to foreign operations,
 - ii. State and Local income/Franchise tax returns,
 - iii. Sales and use tax filings,
 - iv. Annual reports, Census, Secretary of State Filings, and other filings or informational returns that may be required
 - c) Preparing federal, state, and local tax returns and supporting schedules utilizing departmental tax software, internal processes, and available source data.
 - d) Researching routine to moderately complex tax issues to support compliance accuracy and summarizing findings and recommendations for departmental review.
 - e) Maintaining Financial Accounting Standards (FAS) fixed asset records, depreciation schedules, and related tax reporting support.
 - f) Preparing and/or coordinating property tax and unclaimed property filings and supporting documentation.
 - g) Reviewing source data for completeness and accuracy, identifying discrepancies or issues, and coordinating resolution with internal departments as appropriate.
2. **Process Improvement and Automation.** Identify and implement opportunities to improve assigned tax processes by reducing manual effort, improving accuracy, and increasing efficiency within day-to-day compliance and reporting activities, including:
 - a) Improving assigned workpapers, spreadsheets, and models to reduce manual steps, increase accuracy, and enhance usability.
 - b) Identifying and implementing opportunities to streamline routine tasks and reduce repetitive manual work within assigned areas.



- c) Enhancing documentation and templates within assigned processes to improve clarity, consistency, and ease of use.
 - d) Supporting improved data handling and organization to reduce rework and improve reliability of inputs and outputs.
 - e) Implementing incremental process improvements within assigned responsibilities to increase efficiency and reduce errors.
3. **Tax Planning and Strategic Support.** Support tax planning and strategic initiatives by assisting with data gathering, basic analysis, and documentation of tax implications related to business activities and operational changes under departmental guidance.
 4. **Cross-Functional Coordination.** Independently coordinate information requests with internal business functions and external advisors to obtain, organize, and validate data needed for tax compliance, reporting, and projects, ensuring timely and accurate delivery of required materials.
 5. **Team Support and Development.** Contribute to team development by sharing knowledge with peers when appropriate, supporting junior team members informally, and maintaining ongoing development of technical tax knowledge, including awareness of relevant tax law and regulatory updates affecting assigned areas.

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, 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

Generally, work in an office environment.

Team Member's Signature

Date