



## DIRECTOR OF TAX

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<b>DEPARTMENT:</b>	Tax	<b>REPORTS TO:</b>	Chief Financial Officer (CFO)
<b>DIVISION:</b>	Corporate	<b>FLSA STATUS:</b>	Exempt
<b>JOB CODE:</b>	1065	<b>EFFECTIVE DATE:</b>	10/01/2024

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### JOB SUMMARY

Leads the tax department in collaboration with the CFO to maximize the effectiveness of Pyrotek's domestic and international tax functions. Develops tax strategies that align with business objectives/operations, tax minimization to increase cash flow, tax automation and appropriate use of artificial intelligence. Leads tax efforts, including due diligence and structuring related to mergers, acquisitions, and divestitures, while improving all aspects of corporate tax operations. Provides mentorship to the local tax department team and monitors performance to ensure optimum outcomes.

### QUALIFICATIONS

#### Education/Experience

Bachelor of Science Degree in Accounting or related field required, Master's Degree in Taxation preferred, with a minimum of twelve (12) years of progressive experience in accounting and tax, in a top 10 accounting firm or a multi-national entity (public or private); or equivalent combination of education and experience.

Preparation and review of US corporate tax filings in an international and multi-state environment and Accounting Standards Codification (ASC) 740 experience required.

Supervisory, leadership, management experience and Certified Public Accountant (CPA) required. Experience with Individual, Estate and Gift tax rules and filings a plus.

#### Knowledge/Skills/Abilities

Accounting/Tax. Advanced knowledge of accounting and tax principles to facilitate training and supervision of others, perform final technical review of the work performed to assist in the timely and accurate completion of related accounting and tax deliverables.

Tax Laws and Regulations. Advanced knowledge of U.S. federal, state, and international tax laws, including but not limited to appropriate identification, allocation between baskets, calculation, and use of Foreign Tax Credits (FTC's), Research and Development (R&D) and cost segregation studies, and compliance with evolving tax regulations including but not limited to foreign exchange gains (losses) on cash reparations. Working knowledge of Base Erosion and Profit Shifting (BEPS) initiatives more fully outlined in Pillar One and Pillar Two. Working knowledge of Individual, Estate and Gift tax rules and filings.

Strategic Tax Planning. Advanced ability to develop and execute tax strategies related to mergers, acquisitions, divestitures, and tax minimization that aligns with business needs.

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. 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.



**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 and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

**Strategic Change Agent.** Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility.

**Leadership Skills.** Build a culture of tolerance, acceptance, and civility by setting an example to team members. Ability to coach and motivate team members in planning, strategy, decision-making, teamwork, and process improvement. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent, and collaborative environment. Ability to develop team member skills and encourage growth, and to foster quality focus including improving product development processes and procedures.

**Computer/Applications Skills.** Proficient MS Office computer skills, including Word, Excel and PowerPoint and Sharepoint.

**Analytical Skills.** Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities for developing profitable product strategies. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

**Core Business Skills.** Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and 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. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

**Professional Investment.** Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek’s ability to meet and/or exceed goals and objectives. Demonstrated passion for developing others.

**Flexibility/Travel.** Exhibit flexibility in work schedule to perform beyond a normal workday. Ability to travel by land and air, both domestic and international, up to 10%. A valid driver’s license and US passport, or ability to obtain.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Actively lead initiatives to improve global tax compliance and related processes by promoting consistency and efficiency. Final review of US tax and deliverables may include, but not limited to:
  - a. Consolidated Corporate Returns
  - b. Reporting related to foreign operations (e.g., Forms 5471, 8858, 1118)
  - c. State income/franchise returns, annual reports, and secretary of state filings
  - d. Team member benefit plan returns
  - e. Property tax returns, unclaimed property returns, Census and other informational returns
  - f. Quarterly estimated tax payments and required annual extension requests
  - g. Correspondence with federal and state agencies as required
  - h. Quarterly and Annual Last In, First Out (LIFO) calculations
  - i. Annual and quarterly ASC 740 income tax provision, and related memos
  - j. Financial Interpretations No. 48 (FIN 48) evaluation and calculations



2. Effectively assist in the development and/or management of BEPS reporting, work with other tax team members and/or outside CPA firms on various projects including R&D studies, transfer pricing studies, and cost segregation studies to ensure accuracy and alignment with strategic goals of the business.
3. Develop and execute tax strategies for mergers, acquisitions and divestitures which ensure tax minimization.
4. Supervise, coach support, train and develop personnel in assigned area; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage team members, including assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.
5. Effectively communicate goals, objectives, and expectations throughout assigned department/team members. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
6. Foster attitudes, conditions and environments that guide your team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways. Actively reward / recognize team members to reinforce accomplishments and positive outcomes.
7. Evaluate the effectiveness of policies, procedures, and projects/plans. Take appropriate corrective measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional, and local regulations.
8. 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.
9. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
10. 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.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
12. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
13. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
14. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
15. Perform other tasks as assigned by the CFO or executive management team.

### **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, team member generally will work in an office environment. Ability to travel by land or air up to 10%, both domestic and international.

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Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date