

## JOB DESCRIPTION

**Job Title:** Senior Corporate Tax Accountant  
**Department:** Accounting and Finance  
**Reports To:** Controller

**FLSA Status:** Exempt  
**Represented by the Association:** No

**Job Summary:** The tax accountant position is responsible for collection of tax-related information, reporting to tax jurisdictions at the federal, state, county and local levels in a timely manner, advising management on tax issues, and assisting CFO with tax planning. This position will also ensure compliance in all multi-state tax jurisdictions Blackfoot is doing business.

### **Essential Job Duties and Responsibilities:**

- Coordinate outsourced Corporate and State tax preparation work to include responding timely to data requests and questions.
- Respond to tax audits and information requests by various tax jurisdictions.
- Complete required tax reporting in a timely manner to include:
  - Annual Property Tax Filings
  - Telecom Tax Filings (monthly, quarterly, semi-annual, annual)
- Prepare and request telecom tax permits as required by multi-state taxing jurisdictions.
- Research and correct process errors with Revenue Assurance to ensure correct tax filings.
- Keep abreast of current developments in tax areas assigned.
- Research tax projects as assigned.
- Information source within the Accounting and Finance team for auditors, tax advisors and outside authorities.
- Review and update compliance tickler calendar monthly to ensure timely filings.
- Responsible for USAC 499 quarterly and annual filings.
- Perform regular product code (GCID) audits for correct taxation.

### **Additional Job Duties and Responsibilities:**

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of:
  - company policies, procedures, products and services.
  - general office practices and procedures.
  - computer based programs (accounting software, Microsoft office products)
  - time management and organizational skills.
- Skill to:
  - display technical understanding of tax reporting and compliance.
  - properly categorize transactions.
  - meet strict regulatory deadlines.

- organize, assemble, and file tax information.
- proficient in Excel spreadsheets.
- operate various office equipment such as a computer, 10-key machine, copy machine, fax machine and multi-line telephone.

▪ Ability to:

- work independently, set priorities, organize and meet deadlines.
- be a team player within the department and organization.
- think analytically and be a problem solver.
- communicate effectively, both in writing and in speaking, with consultants, customers, co-workers, and various business contacts in a courteous and professional manner.
- work completely and accurately under time constraints and deadlines.
- work in a fast pace environment and prioritize multiple work assignments.
- provide excellent customer service.
- work in a safe and effective manner.

**Education and Experience:**

*Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. The preferred way to obtain the knowledge, skills and abilities would be: BS/BA in Accounting/Finance, with minimum 4 years of accounting experience, ideally with emphasis in tax accounting. CPA required.*

**Physical and Other Requirements:**

This position may require 8 to 10 hour days, flexible hours and some weekends.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X

**Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

**Additional Information:**

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Acknowledgement

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Date

Effective Date: October 1, 2018