



North America Indirect Tax Analyst

Job Title

North America Indirect Tax Analyst

Location

Chicago Corporate-623

Job Description

Sims Limited is seeking a State and Local Indirect Tax Analyst to join its corporate tax department working directly in the North America shared service center. The role is based in Chicago, IL supporting the U.S. legal entities of the Sims North American Group. Due to COVID, flexible work arrangements are being developed for each area.

- The role is responsible for ensuring timely and accurate preparation and filing of monthly/quarterly/annual U.S. sales and use tax returns along with other ongoing compliance matters including sales and use tax audit support and assisting with the sales tax exemption process, ensuring all documentation is audit ready.
- This position is instrumental in supporting the transactional indirect tax side of the shared service center located in NJ. This role provides day-to-day support to the business and the finance team on indirect tax questions and projects, and is a valued member of the Finance group.
- This position is responsible for the management and coordination of the Secretary of State filings including "DBA" management and submissions.

Responsibilities:

- Prepare and file monthly, quarterly, and annual state and local sales and use tax returns, including gathering and compilation of reports and work papers
- Research and generate use tax accruals on a monthly basis, including all indirect taxes
- Assist and support the sales and purchases tax exemption certificate process
- Provide day to day tax support to the shared services group and research transaction issues to support the business
- Assist with various indirect tax audits as requested
- Work closely with plant and finance/accounting personnel to support the indirect taxes reported on the general ledger and provide account reconciliations for the tax accounts
- Maintain and update U.S. tax calendar and mail log for indirect taxes
- Assist with the resolution of indirect tax notices
- Identify and drive process improvements to enhance efficiency and effectiveness
- Assist on special projects, including tax research and ad-hoc analysis
- Support the Company's external provider to provide the necessary information for all monthly Secretary of State and "DBA" filings.

Qualifications:



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- Bachelor's degree (B.A.) in Accounting or related field from four-year college or university, focus in taxation preferred
 - Accounting experience with a financial accounting system (i.e. SAP, SAI, Oracle, Hyperion, Microsoft AX) is preferred
 - Able to analyze and review statutes, regulations, and case law and make appropriate recommendations to the business
 - Detailed and deadline oriented, organized and able to deliver on timeliness
 - Proficiency in Microsoft office software, specifically Microsoft Excel
 - Highly motivated, strong work ethic, hardworking, and able to work in a fast paced environment
 - Basic knowledge of Bloomberg BNA Tax Research software a plus
 - One to three years' related experience and/or training involving tax compliance preferred
 - Excellent verbal and written communication skills and being able to clearly and concisely interface with all levels of management