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POSITION SUMMARY

U.S. Venture, Inc.'s One Tax Team is looking for a Tax Analyst to be primarily responsible for various aspects of income tax, but also a key contributor in sales & use and excise tax processes of the company and its affiliates. The successful candidate will possess excellent time management skills, a keen eye for detail, and the ability to analyze complex transactions.

JOB RESPONSIBILITIES

- Work in coordination with other members of One Tax team and external firm(s) to prepare supporting documentation and income tax related filings
- Review fixed assets for appropriate tax depreciation
- Conduct research related to income, sales and use, and motor fuel excise tax
- Monitor tax rate and law changes for assigned jurisdictions and communicate the changes to stakeholders.
- Prepare and timely file state and local tax returns and related general ledger account reconciliations and internal reports.
- Coordinate closely with other members of One Tax team and Operations teams to correctly setup and invoice customers for appropriate tax, as well as vendors to ensure U.S. Venture is charged the appropriate tax.
- Proactive maintenance of tax knowledge and professional development including attending tax conferences.

QUALIFICATIONS

- Bachelor's Degree in Accounting or related field or equivalent combination of education and experience required
- Ability to analyze and interpret financial reports and legal documents
- Demonstrated problem solving and negotiating skills
- Excellent verbal and written communication skills
- Knowledge of word processing, spreadsheet, accounting, and inventory software
- Strong knowledge of internal reporting software, Zytax software, and potential future reporting software
- Thorough knowledge of State and local motor fuel taxes, special, environmental and other fees, as well as sales and use taxes
- Occasional travel will be required

U.S. Venture, Inc. is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender, gender identity or expression, marital status, age, national origin, disability, veteran status, genetic information, or other protected characteristic. If you need assistance or an accommodation due to a disability, you may call Human Resources at [\(920\) 739-6101](tel:9207396101).