



Unite Private Networks is THE top-of-the-line telecommunication company. We are seeking an experienced **State & Local Tax Specialist** for our **Accounting** team. This role is primarily responsible for assisting the Director of Regulatory Tax by performing tax duties as assigned.

**Specific responsibilities include but not limited to:**

- Prepare sales and use tax returns, as well as other revenue based jurisdictional filings and reports.
- Research and document all statutory tax requirements, excluding federal and state income taxes.
- Manage, reconcile, and analyze tax account activity, ensuring completeness, accuracy and understanding of activity.
- Prepare monthly, quarterly, and annual tax reports, forms, and submissions to proper agencies.
- Perform sales tax research for new jurisdictions and new product lines.
- Ensuring all related accounting activity is properly captured and established in the GL system.
- Perform periodic review of customer tax exemption certificates.
- Managing related tax correspondence and annual tax audit requirements
- Work to complete various local and centrally assessed property tax filings and approve property tax statements for payment.
- Provide sales tax exemption certificates to vendors – determine if exemption should be provided on a state by state or item by item basis.
- Review vendor invoices for use tax liability

**Requirements:**

- Bachelor's degree in accounting, finance, or business
- 1-3 years' experience with local and state regulatory tax filings
- Extensive use of Microsoft Excel.
- Ability to manage complexity of multiple tax justifications with differing reporting requirements.
- Strong analytical skills.
- Excellent organizational and documentation skills.

**Qualifications (What Makes YOU Stand Out)**

- Telecommunications industry experience preferred.
- Microsoft Dynamics 365 Business Central experience preferred.

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity Employer

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