Tax Associate (non-income tax)

Location: AgReserves, Inc. – Headquarters, Salt Lake City, UT

Purpose:
AgReserves, Inc. is a multinational, multi-corporate company that operates investment farms and ranches throughout the world. The purpose of the Tax Associate (non-income tax) is to support the Tax Analyst non-income and the Tax Director non-income in the preparation of sales/use tax reports, annual corporate filings, and personal property tax filings. The Tax Associate (non-income tax) will also administer the corporate purchasing card program. Filing accurate and timely reports with local, state, and federal jurisdictions is essential to the company in order to maintain good standing with those jurisdictions. In addition to the preparation of local, state and other projects associated with tax and treasury functions.

Duties and Responsibilities:
- Assist in the preparation of Sales/Use Tax returns, Personal Property Tax returns and associated property tax filings
- Responsible for the monthly property tax accrual
- Preparation of other miscellaneous tax filings such as Fuel and Heavy vehicle taxes
- Preparation of other miscellaneous corporate filings such as Fictitious Name renewals, Business Licenses, Annual reports and Census reports
- Research important issues as needed to comply with tax law
- Identify tax savings opportunities and apply them to reduce tax obligations
- Prepare documentation to support tax positions for use in tax audits and other inquiries
- Administer corporate purchasing card program. Provide monthly and other reports, manage authorizations, and look for opportunities for expansion while reducing fraud exposure through appropriate internal controls.
- Preparation of unclaimed property returns
- Provide support for company-wide treasury function. Duties include reconciliation of monthly investment accounts, disbursing bi-weekly A/P checks, authorizing ACH and wire transactions, and performance of other duties as requested.

Skills/Education Required:
- Associate Degree or 2-3 years’ experience in accounting/bookkeeping preferred
- Detailed oriented
- Proficient with computers and software including Microsoft Excel, Access, Word, etc.
- Self-motivated, high level of integrity and work ethic; work well with others
- Ability to extract data from databases

Expectations and Performance Measures:
- Timely filing of complete and accurate returns
- Identification of errors and appropriate changes during review of filings and reports
- Issues requiring research are understood and resolved early and thoroughly
- Tax mitigating opportunities are identified and applied appropriately
- State and local requirements are met
- Information is provided when requested during audit, adjustments and penalties minimized; learn from and implement controls to prevent or minimize audit exposure
- Assure that cash disbursements are reasonable, authorizations are in place, and payments made timely

Benefits:
Excellent benefits package includes: Medical, Dental, Group Term Life, Disability, Master Retirement Plan (401k and Pension Benefits), Flex-Spending, and other value-added benefits.

To Apply: Send resume to careers@ari-slc.com with the “Tax Associate - HDQ” in the subject line.

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive, but represent typical elements and criteria considered necessary to successfully perform the job. Last updated: 8/5/2015.