

The Tax Analyst is responsible for assisting the Tax and Compliance team to ensure WOW! remains in compliance with all aspects of transaction tax liabilities by filing accurate and timely tax returns and other reports in all states WOW! operates pursuant to federal, state, and local rules and regulations.

Duties and Responsibilities:

Essential duties and responsibilities include but are not limited to those listed below:

- Prepare transaction tax returns (e.g., sales and use, business and occupation, gross receipts, telecommunications) and remittances for monthly, quarterly and annual filings
- Prepare and remit TRS and E911 fees
- File returns and tax payments/deposits via electronic and paper filing methods
- Prepare account reconciliations of transaction tax general ledger accounts
- Gather tax data electronically from billing systems and accounting software for preparation of tax return detail and backup
- Assist in the maintenance of the tax calendar and maintain tax calendars to ensure that commitments are timely met
- Support follow-up and resolution of tax notices and correspondence from federal, state and local tax authorities
- Assist with information requests for state and local audits
- Administer document retention and filing processes
- Assist in the development, implementation and maintenance of departmental process improvements
- Build and maintain relations with other key departments including accounting, treasury, legal, internal audit, human resources, and the regional offices to ensure accountability for communications and encourage timely responses from business partners
- Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Education:

- Bachelor's Degree in Accounting or a related Business field or equivalent experience

-Experience/Skills Needed:

- 1-3 years of relevant experience
- 2 years' tax transaction experience preferred
- Telecommunication industry experience preferred
- Understanding of compliance process and account reconciliation concepts
- Able to work effectively in a fast paced, high energy work environment
- Strong written and verbal communication skills and must be able to effectively communicate with all levels of personnel
- Able to build strong working relationships both inside and outside the organization
- Goal oriented, organized thinker with strong analytical and computer skills

- Able to effectively manage multiple priorities and have the ability to work independently with frequent interruptions and changes in priorities

-Computer Skills:

- MS Excel & Word
- Financial software including NetSuite, Great Plains, AnyBill
- Adobe Professional
- G Suite experience preferred

WOW! is an Equal Opportunity Employer/Minorities/Women/Protected Veterans/Disabled/Sexual Orientation/Gender Identity employer