# JOB SUMMARY:

Research and interpret payroll tax changes and new taxes being implemented to determine how they impact Vertex products regarding the addition of new content or the maintenance of existing content.

# essential job functions AND responsibilities:

* Advise and assist technical staff on functional aspects of modifications or design changes.
* Serve as an Indirect Tax Expert Resource to both internal and external customers by answering questions, providing direction and guidance on what parameters and functions are necessary to correctly calculate tax.
* Assist in developing requirements for new tax functionality.
* Create calculation examples and documentation to help explain tax calculations.
* Provide input for specifications in order to modify and create new calculations.
* Test software products and data files as needed.
* Create and edit software release materials including release documentation
* Interact with Product team in decision-making and acceptance of solutions for release planning.
* Work without direct supervision. Wide latitude for independent judgement.

# supervisory responsibilities:

* None.

# Knowledge, skills and abilities:

* Proficient in all aspects of payroll tax compliance appropriate for the position.
* Must be detail oriented.
* Strong analytical skills and technical orientation.
* Experience with tax software is a plus.
* Proficient with tax research tools and navigating the internet.
* Excellent communication (oral, written, presentation and facilitation) skills.
* Must possess and exhibit emotional stability and maturity in the face of stressful situations
* Must be results oriented, customer focused and able to manage multiple projects simultaneously.
* Proficiency in Microsoft Office packages is required.
* Sufficient knowledge of business communications, including telephone, voicemail, and e-mail, and operations of office machines, such as photocopier, scanner, and fax.

# EDUCATION, TRAINING and experience:

* Bachelor’s degree in Accounting, Finance, Information Systems or Business Administration or equivalent work experience required.
* Vertex product knowledge is a plus.
* Diverse industry or consulting experience a plus.
* 8+ years in a multi-jurisdictional indirect tax environment

**REQUIRED FOUNDATIONAL COMPETENCIES:**

* Builds Relationships: Fosters open dialogue and obtains shared commitment to proposals; shared ideas and information to promote mutual understanding, respect, and effective decision-making.
* Drives for Results: Acts to create opportunities for Vertex or to avoid future problems; has the courage to act with incomplete information rather than simply thinking about it; maintains a focused commitment to achieving enterprise objectives.
* Knows the Business: Understands and applies knowledge of Vertex’s business and processes to accomplish goals.
* Anticipates Customer Needs (internal and external): Establishes and maintains productive relationships with customers and partners, anticipating their needs.
* Learns Continuously: Expands own knowledge base to enhance performance; seeks development to increase strengths for current and future needs.

# COMMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals in this position. Other functions may be assigned, and management retains the right to add or change the duties at any time.

Contact: Catelyn Sofio, extension 6728 at [Catelyn.sofio@vertexinc.com](mailto:Catelyn.sofio@vertexinc.com)