

Job Description Template

Position Title: _____
Reporting Relationship: _____
Company Name: _____
Company Address: _____

Company Description:

Primary Responsibilities Include:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



Job Description Template

Position Requirements:

This position requires an individual with a minimum ____ year's tax experience and the following:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Educational Requirements:

- _____
- _____
- _____
- _____
- _____

Specialized Technology Skills Required:

- _____
- _____
- _____
- _____

Reporting Relationship: _____

If you like, our search services division will write one for you when you call us at 858.999.0053 or contact kat@taxconnections.com.