

# Tax Compliance Analyst

## Accounting Department

### Summary:

This position is responsible for assisting the Tax Manager with various indirect tax filing and reporting obligations of the Firm. The majority of responsibilities will be related to VAT filing and inquiries, but the analyst will also assist with sales and use tax, personal property tax as well as data collection and review of materials for international filings of the Firm. This position requires a detail-oriented professional with excellent organizational and analytical skills.

[Click Here to Apply](#)

### Qualifications:

- Minimum two years of Accounting experience.
- Public Accounting or VAT experience preferred.
- Advanced Microsoft Excel skills and MS Office skills.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
- Outstanding organization skills with attention to detail and demonstrate a commitment to accuracy and thoroughness.
- Prioritizes, handles multiple tasks simultaneously and is flexible.
- Degree in finance, accounting or related field required.
- CPA, Chartered Account, MBA or equivalent preferred.

### Duties and Responsibilities:

- Compile data necessary for the VAT filing for all international offices.
- Review the monthly or quarterly VAT filings for all international offices.
- Assist matter maintenance and billing with VAT inquiries from attorneys and clients.
- Assist accounts payable with the preparation of sales and use tax returns.
- Prepare annual personal property tax returns.
- Assist with data collection and review, as needed, for other tax filings of the Firm.

**Status:** Exempt

**Reports To:** Tax Manager

**Workplace Type:** Remote (must be local to DC, NY, or BO office)

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.