

Job Outline

Position Title:	Sales Tax Manager	Department & Cost Center:	Finance - 3132
Reports to:	Director of Financial Operations	Location:	LNY

Position Overview
Define position overview. What would you tell someone if asked “What do you do”? – write one or two sentence description or bullet points to describe what the role encompasses. Use easy to understand language and terminology and be as specific as possible.
Manage the sales and use tax systems for Laerdal Medical Corporation including compliance, the Avalera systems and its integrations with QAD and Salesforce and develop tax guidelines as new products are launched or state regulations are changed.
Position Holder is Accountable For:
Define accountabilities. Accountability is being answerable for the result. List the key areas, projects, implementations or applications that the individual is solely accountable for or has the primary decision-making authority. The purpose for defining these accountabilities is to clarify what the employee is accountable for and to agree exactly on the scope of authority. Accountabilities may not be applicable for all roles.
<ul style="list-style-type: none"> • Accurate customer set-up in the ERP/billing system to ensure taxes are charged correctly • Ensure appropriate exemption certificates are on file for any customer claiming exemption • Accurate and timely state and local sales and use tax filings • Ultimate decision maker for customer and product sales tax decisions • Manage relations with state and local tax authorities, including managing audits • Main point of contact for all US based personnel on sales and use tax issues.
Responsibilities:
Describe primary responsibilities. The Responsibilities describe the most important and frequent actions that are taken by the employee in support of their role. These activities should represent approximately 80% of the time spent on the job. The intention is to provide a concise overview of the job, not to provide “how to” or “step-by-step” details.
<ul style="list-style-type: none"> • Direct the sales tax activities of Accounting Generalist (shared resource). • Review new accounts to ensure proper set-up and appropriate exemption documentation if applicable • Interact with programs and marketing team on new products to determine right tax classes for set-up’s • Research, self-educate, and ensure that Laerdal is complying with corporate sales tax laws and governmental standards • Respond to inquiries from other personnel on sales tax questions • Review billing data to ensure accurate sales charges (amount and jurisdiction) • Maintain documentation and work instructions for all sales tax related functions
Knowledge and Experience:
Describe knowledge and experience required for anyone holding this role.
<ul style="list-style-type: none"> • Bachelors in an Accounting, Finance or Management discipline • Minimum of five years experience in tax compliance with a concentration in sales tax • Excellent knowledge of sales tax laws for a national distribution company. • Ability to independently assume responsibilities for the overall needs of the sales tax department. • Ability to effectively utilize computer software for tax processing (Avalera experience preferred), spreadsheets and all applicable position related programs. • Willingness to work varied hours including evenings and weekends depending on business needs.