

Tax Return Specialist

Avfuel Corporation, the nation's largest independent supplier of aviation fuels and related support services, has an immediate full time opening for an organized, customer orientated individual willing to take initiative in a team based work environment.

Duties and Requirements

- Customer tax set-ups.
- Maintaining customer federal/state tax exemption certificates.
- Internal/external customer service relating to tax issues.
- Research state tax laws and rate changes.
- State Fuel/Sales Tax Returns – preparation, paper and electronic filing
- Technical reading of tax law and filing instructions

Skills Required

- Working with strict deadlines
- Advanced Microsoft Excel and Word
- 10 key calculator
- Ability to research/comprehend regulatory documents
- Problem solving skills / deductive reasoning
- Organization and accuracy skills
- Prior general ledger reconciliation experience
- Tax return experience a plus (not required)

Education

- 2-year Associates degree (accounting a-plus)
- 4-year Bachelor's degree preferred
- Aviation background helpful

Please forward resume and salary requirements to:

E-mail: ckormos@avfuel.com or lmash@avfuel.com

Fax: 734-663-6466

Mail: Human Resources Dept., AVFUEL CORPORATION, P.O. Box 1387, Ann Arbor, MI 48106-1387