



Sales & Use Tax Specialist

Job Code
ACT-050

Job Department
Accounting

Job Location
Saint Joseph

Reports To
Controller

FLSA Status
Non Exempt

Position Summary

Serves as the primary point of contact with Hillyard for sales & use tax-related matters, ensuring compliance with state, and local tax authorities. This position works closely with internal departments, customers, suppliers, and third-party tax providers to ensure accurate reporting, maintain compliance with sales tax rates, and provide day-to-day support for tax-related questions and documentation.

Essential Functions

Monthly exporting, reviewing and preparing sales / use tax data Vertex.

Reconciliation of monthly data prior to Vertex monthly return preparation.

Review and approval of state and local returns prepared by Vertex.

Preparation of any monthly or period returns not prepared by Vertex.

Reconciliation of tax related general ledger accounts associated with sales and use tax.

Gathering and maintaining all sales tax exemption certificates required with Vertex apps.

Challenge when exemption certificates received from customers may not pass the reasonable test.

Completion of any license or tax related applications.

Supplier monitoring for company use tax compliance.

Unclaimed property monitoring and return filings.

Relationship Manager with third party tax provider Vertex.

Vertex application updates coordinator with ERP System.

Management of any sales tax audits.

Assist in processing estimated Federal & State income tax payments.

Online filing of any state or local tax returns not filed by outside firm.

Provide W-9s to any internal or external customers.

Manage tax exemption certificate requests from suppliers..

Supervisory Responsibility

No Supervisory Responsibilities: This position does not include supervisory responsibilities. The role focuses on individual contributions, collaborating with team members and reporting to a direct supervisor.

Education

Preferred/Required	Education Level	Description
Required	4 Year / Bachelors Degree	Bachelor's degree in accounting or finance

Experience

Minimum Years of Experience	Description
2	Two to four years in corporate or accounting firm preferably with sales and use tax experience.

Licenses & Certifications

Preferred/Required	Certification Type	Description
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Qualifications

Technical Tax Knowledge: Knowledge of state, and local tax regulations, including sales and use tax requirements. Understanding of tax accounting principles, reconciliations, and tax-related financial reporting.

Analytical & Problem Solving: Strong research skills with the ability to analyze complex tax issues and recommend solutions. Ability to identify compliance risks and implement corrective actions.

Technology & Systems Proficiency: Proficiency in tax software, ERP systems, and Microsoft Office applications, particularly Excel.

Communication & Relationship Management: Strong written and verbal communication skills. Proven ability to build productive relationships with external tax providers, auditors, regulatory agencies, suppliers, and internal business partners.

Organization & Project Management: Ability to manage multiple tax obligations, audits, filings, and reporting deadlines simultaneously. Strong planning and prioritization skills with the ability to work independently.

Customer Service Orientation: Commitment to providing responsive, professional support to internal and external customers.

Equipment Used

Office: Proficient in using office equipment, including computers, printers, scanners, photocopiers, and multi-line phone systems. Skilled in Microsoft Office Suite.

Work Environment

Office: This position is based in an office setting with a quiet and collaborative work environment. Employees primarily work at a desk using a computer and may participate in meetings and team discussions. The role requires prolonged periods of sitting.

Travel

Travel Type	Frequency
Local	Minimal- Up To 5%
Overnight	Minimal- Up To 5%
District	Minimal- Up To 5%

Regional	Minimal- Up To 5%
Nationwide	Minimal- Up To 5%

Physical Demands

The physical job demands include maximum occasional lift of 5 lbs. from floor to 33 inches; maximum occasional carry of 5 lbs. for 200 ft; maximum occasional horizontal push/pull force of 5 lbs.; frequent forward reach of 30 inches; occasional lateral reach of 12 inches; occasional reach overhead of 75 inches; occasional bend; constant neck flexion; constant fine motor coordination; constant sitting; occasional standing; and occasional walking. PDC Level: SEDENTARY

Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.