

Job Description



Job Title: Tax Data Analyst

Reporting To: Director of Tax Data Analytics

Job Function: LBI

Job Location: Cleveland, Ohio

Summary:

The Tax Data Analyst will work with the Silverlode Location Based Incentives team and be responsible for researching tax credits, completing various state tax credit pre-applications and applications, calculating various state tax credits, and creating targeted web content related to tax credits and incentives. The ideal candidate will be detail and customer service oriented, have experience with MS Excel and be eager to learn about data modeling and corporate federal and state tax credits and incentives.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven, and passionate about being part of a team that makes a real impact to join GBX as a Tax Data Analyst.

Essential Duties and Responsibilities:

- Provide accurate and timely federal and state tax credit and incentive reporting using data analysis tools such as Excel and Power BI.
- Complete State Tax Credit Pre-Applications and Applications.
- Develop interactive reports, KPI scorecards, and dashboards in Power BI by leveraging various data sources, transforming data, performing advanced calculations, and displaying modeling best practices.
- Gather business requirements and document processes, procedures, and workflows, while maintaining up to date documentation for future reference and trainings.
- Ensure data accuracy and reliability by regularly monitoring and evaluating data quality. Implement measures to detect and rectify data anomalies and inconsistencies.
- Provide technical feedback regarding data files and data file implementations.
- Research tax credits and incentives to determine client eligibility and calculation procedures.

Education / Experience:

- Bachelor's degree in Accounting, Data Science, Information Systems or related field preferred.

Knowledge, Skills & Abilities:

Knowledge, skills, and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms of Candor, Mutual Respect, Trust/Integrity, Teamwork, Commitment to Excellence, and Fun as well as the Core Values of Smart, Driven, and Good.
- Strong initiative along with a willingness to jump in and solve problems.
- Analytical thinker with the ability to translate data into informative reports and visuals.
- Customer-service oriented with the ability to always maintain a professional presence.
- Self-directed and able to work well with individuals at all levels of the organization.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; ability to explain technical concepts in simple terms.

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Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Knowledge of Power BI and the use of DAX queries in the Power BI desktop preferred.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.