Finance Job Function

Tax Analyst III
Grade: 57
Job Code: F1857P
Job Family: Tax
Job Family Matrix: Tax (Finance) Matrix

Summary
Facilitate the implementation of plans and procedures for the collection and payment of withholding tax. Interpret federal and state withholding tax regulations as they relate to various withholding and reporting requirements, including W-2s and 1042 Alien Tax and compensation reporting.

Core Duties
- Review, reconcile, and analyze daily, quarterly and annual tax filings; process refunds
- Perform PeopleSoft, W2 and ADP tax file testing
- Oversee generation of tax filings and W2's through vendor; manage vendor relationship
- Review and prepare tax returns for outside payrolls; process associated tax payments
- Review, create and reconcile 1042S tax reporting
- Reconcile tax accounts, identify variances, and verify the accuracy of journal entries to the general ledger
- Assist Senior Manager for Tax Reporting in preparation of Executive level compensation reporting for the University Compensation Committee and the Affiliate tax return disclosure requirements
- Ensure financial compliance with University's policies and procedures, accounting disclosure requirements and applicable legal rules and regulations

Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' experience in accounting, tax or finance

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of basic accounting principles, budget management, financial analysis and financial modeling
- Demonstrated experience with financial systems and data query tools

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting