

Finance Job Function

Tax Analyst IV

Grade: 58

Job Code: F1858P

Job Family: Tax

Job Family Matrix: [Tax \(Finance\) Matrix](#)

Summary

Facilitate Harvard's tax accounting and reporting activities in accordance with U.S. and state tax requirements. Provide guidance to schools/units on tax compliance.

Core Duties

- Responsible for tax analysis and reporting for assigned sections of Harvard's tax disclosure forms such as 990's
- May function as subject matter expert or tax project lead
- Collaborate with university financial administrators to identify potential taxable income; determine proper tax treatment
- Advise schools/units to design and implement procedures to ensure compliance with tax reporting requirements, particularly in regards to unrelated business taxable income
- Document and continuously reevaluate Harvard's tax positions, policies, and procedures, in consultation with the Office of the General Counsel and external advisors
- Provide staff mentoring and training
- 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 7 years' experience in accounting, tax or finance

Additional Qualifications and Skills

- Master's degree in relevant field preferred
- 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