

Finance Job Function

Tax Mgt V

Grade: 59

Job Code: F1859M

Job Family: Tax

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

Summary

Manage 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 effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Oversee the tax analysis and reporting for assigned sections of Harvard's tax disclosure forms such as 990s and other returns
- Proactively identify activities that generate potentially taxable income through specialized financial analysis and determine appropriate tax treatment
- Develop and monitor effective tax processes and systems to maintain controls and support financial planning; assist schools and units with developing and implementing procedures to ensure compliance
- Serve as a key resource for tax policies, may provide training to clients and staff
- Collaborate with university-wide finance leadership to continuously improve tax policies, processes and procedures
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

Basic Requirements

- Bachelor's degree or equivalent work experience required;
- Minimum of 8 years' experience in accounting, tax or finance
- Supervisory experience

Additional Qualifications and Skills

- MBA or advanced degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced debt and investment management

Certificates and Licenses

- CPA preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting