

Finance Job Function

Tax Mgt VI

Grade: 60

Job Code: F1860M

Job Family: Tax

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

Summary

Oversee the University's tax accounting and reporting to ensure compliance with federal and state tax requirements.

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
- Direct and oversee preparation of various University wide tax filings and supporting tax analyses
- Stay current on developments affective the University's tax reporting; advise senior financial administrators on domestic and international reporting obligations
- Collaborate with Harvard Management Company and Global Support Services to ensure consistent communication and alignment on key tax reporting issues
- Work with external auditors and tax consultants to ensure compliant University reporting requirements; manage ongoing relationships with all external consultants and advisors
- Establish goals and implement new initiatives; develop and implement tax accounting and reporting policies and procedures
- Serve as a key resource for staff on strategic financial operational planning
- Collaborate with University-wide finance leadership to develop financial processes, policies and procedures
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 10 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