
Auburn University Job Description

Job Title: **Mgr, Tax Rptg & Compliance**

Job Family: No Family

Job Code: **KA48**

Grade FO13 \$77,000 - \$138,600

FLSA status: Exempt

Job Summary

The Manager of Tax Reporting & Compliance ensures that Auburn University and Auburn University-Montgomery are in compliance with Internal Revenue Service and applicable states' Departments of Revenue rules and regulations. This includes ensuring sales, excise, unrelated business income as well as foreign persons' payment withholdings are properly withheld, reported, and remitted, if applicable. This position is also responsible for properly coding non-US citizen status as well as ensuring scholarships and awards are coded to properly report on 1098T or 1099.

Essential Functions

1. Oversees and ensures the preparation of university tax forms, including proper reporting of amounts paid to foreign persons (1042-S), information on tax exempt private activity bond issues (8038), applicable state sales, excise (720), and unrelated business income taxes (990T). Coordinates and reviews the preparation of other Internal Revenue Service and State filings and records for the department.
2. Directs and oversees departmental operations relating to non-US citizen taxes and payment including, but not limited to, determination of individuals' tax status, performance of substantial presence test/treaty analysis, coding of taxes/treaty benefits, and determination of tax on athletic and educational scholarships.
3. Analyzes, processes, and assesses taxes (when applicable) on all payments made through Procurement and Business Services for Auburn University and Auburn University-Montgomery; approves non-US vendors registries.
4. Reviews new donor agreements processed through IssueTrak. Identifies language that may be problematic for tax purposes. Provides revised language as well as advises Development on potential tax issues.
5. Oversees the review of scholarship/fellowship payment requests routing directly to Student Financial Services. Meets periodically with Scholarship Office personnel for quarterly updates. Ensures student payments are properly classified as scholarship/fellowship, award, or compensation, as applicable.
6. Supervises the monitoring of tax-exempt bond compliance.
7. Tracks new and existing laws related to taxes and immigration to ensure the university's compliance. Implements new policies and procedure relating to the new laws.
8. Manages the training and communication of tax related issues, including payment to students.
9. Collaborates with other departments on tax issues.
10. Reviews immigration documents provided by employees to determine legal dates of work authorization needed for HR review and I-9 purposes.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and

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The above essential functions are representative of major duties or positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Must have a Master's in Accounting or related Business degree OR have a Certified Public Accountant (CPA) certification.
Experience (yrs.)	6	Experience in tax law compliance, specifically in the preparation, review and submission of tax forms. At least 1 year experience in international tax law compliance. At least 1 year experience supervising, leading or mentoring other full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Internal Revenue Code and Laws, Auburn University policies and procedures, accounting and budgeting principles, and the analysis of financial data.

Certification or Licensure Requirements

Certified Public Accountant (CPA) certification or a Master's degree in Accounting or related Business degree.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/17/2022
