AUBURN
Human Resources

Tax Accountant I

Job Description

JOB INFORMATION

Job Code	KA40A
Job Description Title	Tax Accountant I
Pay Grade	FO08
Range Minimum	$50,020
33rd %	$60,030
Range Midpoint	$65,030
67th %	$70,030
Range Maximum	$80,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/3/2015

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Tax

JOB SUMMARY

Performs tax accounting activities to ensure Auburn University meets its tax obligations and objectives.

RESPONSIBILITIES

- Performs tax accounting activities related to the preparation of federal, state and local income tax returns and/or the financial statement accounting for income taxes; prepares the university's IRS form 990-T Unrelated Business Income Tax (UBIT).
- Prepares comprehensive tax work papers, account reconciliations, responses to audit requests, research memos and/or correspondence and maintains records related to income tax returns and reports.
- Performs review of University revenue transactions and prepares applicable monthly sales tax reporting.
- Ensures tax exempt debt issued by the university remains in compliance with federal tax law.
- Revises procedures by developing and streamlining procedures and worksheets for calculation of tax provisions.
- Continues development of fundamental knowledge of tax laws, rulings, regulations and judicial decisions affecting Universities; assists in training faculty, staff and students on tax related matters.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting	and	2 years of	Professional accounting experience in financial reporting with an emphasis on taxation.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal and state tax codes, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB) pronouncements and Financial Accounting and Reporting Manual (FARM).

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)	Certified Public Accountant	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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