AUBURN
Human Resources

Mgr, Tax Reporting & Compliance

Job Description

JOB INFORMATION

Job Code	KA48
Job Description Title	Mgr, Tax Reporting & Compliance
Pay Grade	FO13
Range Minimum	$85,560
33rd %	$108,380
Range Midpoint	$119,790
67th %	$131,200
Range Maximum	$154,020
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/17/2022

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Tax

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- Supervises the monitoring of tax-exempt bond compliance.
- 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.
- Manages the training and communication of tax related issues, including payment to students.
- Collaborates with other departments on tax issues.
- Reviews immigration documents provided by employees to determine legal dates of work authorization needed for HR review and I-9 purposes.

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

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	
Master's Degree	Must have a Master's in Accounting or related Business degree	and	6 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

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