



**JOB INFORMATION**

Job Code	KA40B
Job Description Title	Tax Accountant II
Pay Grade	FO09
Range Minimum	\$51,590
33rd %	\$63,620
Range Midpoint	\$69,640
67th %	\$75,660
Range Maximum	\$87,700
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.

**SUPERVISORY RESPONSIBILITIES**

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