



Tax Manager (full-time, 35 hours/week)
Accounting Department
Position 102048

Position Summary: The position is responsible for overseeing the preparation of jurisdictional tax reporting; monitoring tax compliance around the university; maintenance of tax policies, processes and communication; and serving as a resource to the university community on tax matters.

Essential Responsibilities Include: Meet specific departmental customer service agreements and the Finance Division's commitment to excellent customer service including the development of and management of a service level agreement on addressing tax matters. Ensure the preparation and timely submission of the University and affiliates federal, state and foreign tax returns including annual University Forms 990, 990-T, DC-20, NY CHAR 500, FBAR and any relevant extensions. Coordinate with external tax preparer and other University personnel to gather the necessary information for complete and accurate completion. Ensure the preparation and timely submission of sales tax submissions including but not limited to DC, VA, PA, and MD. Troubleshoot questions and issues from University departments that gather sales tax. Develop, provide, and maintain policies, procedures and training to support sales tax compliance. Ensure preparation and timely submission of the annual personal property tax returns. Assist Facilities as needed on preparation of real estate property tax submissions. Plan for and develop overall tax compliance filing calendar and coordinate timing and inputs with relevant University personnel. With established calendar, monitor the filing of annual transactional and informational returns by other departments, satellite campuses, and affiliates, including but not limited to the W-2s, 1099s, 1096s, 1098s and 1042S to ensure they are completed on a timely basis. Assist responsible departments with regulatory questions that may arise. Ensure any necessary non-payroll tax payments are paid in a timely manner.

Monitor developments in federal, state and international tax laws and regulations, etc. and their impact on the university. Stay current on applicable tax regulations through annual training and interactions with other organizations to implement any institutional changes needed. Proactively advise finance leadership of critical changes that could affect University. Serve as the central point person for IRS communication. Oversee and direct IRS inquiries and examinations and prepare any responses or appeals, if necessary. Conduct research and prepare thoughtful analyses and/or memoranda to recommend necessary actions in tax matters raised and to support tax positions in tax controversy. Act as a resource to the university community for tax issues and advise on university policy and procedure development with respect to tax issues, including scholarships and fellowships, honoraria, prizes and awards, room and board, travel reimbursements, stipends, out of state hiring, reporting and tax withholding requirements for payments to visiting international lecturers. Manage the evaluation and assessment process of Unrelated Business Income Tax (UBIT) transactions and maintain the appropriate recordkeeping for the calculation and filing of net income/loss for tax purposes. This includes working closely with various University departments including but not limited to the Conferences Services, Athletics and the Advancement office personnel to help educate these offices on the criteria for UBIT.

Minimum Qualifications: Bachelor's degree with at least three (3) years of tax preparation experience or four (4) years of financial reporting or public accounting experience.

Preferred Qualifications: Experience with non-profit tax issues.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102048 in subject line of email.

Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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