



	DATE REVISED January 4, 2006
JOB TITLE Tax Specialist	JOB CODE 9146
FLSA STATUS Exempt	UNIT/DEPARTMENT Payroll
REPORTS TO: Director, Payroll	SUPERVISES: None

POSITION SUMMARY:

Oversees tax compliance as it relates to employee, contractor and vendor payments.

POSITION KEY ACCOUNTABILITIES:

- 1) Remains current with IRS (and other taxing authority) laws as they apply to various payments by the university and train financial area staff as it relates to their specific role.
- 2) Assists financial staff in the development and use of tax reporting tools to periodically monitor the status of payments and related tax deposits.
- 3) Periodically reports to management the status, progress, areas of concern and penalties (if any) associated within each defined area of financial responsibility.
- 4) Oversees university compliance with IRS regulations specific to students, employees, Non-Resident Aliens (including Tax Treaty analysis), independent contractors, and vendors. Coordinates the compilation and filing of applicable IRS documents and reports.
- 5) Ensures the university's retirement program(s) meet the IRS tax sheltered regulations and maximum tax shelter limitations are being met.
- 6) Oversees implementation and testing of revisions due to tax law changes in all applicable university information management systems.
- 7) Disseminates and ensures organizational compliance with relocation reimbursement and tuition reimbursement tax regulations.
- 8) Reconciles tax data with Finance routinely to ensure accuracy and compliance.
- 9) Other duties as assigned.

CERTIFICATIONS/SKILLS:

None

MINIMUM EDUCATION:

Bachelor's degree in Accounting or Finance is required.

MINIMUM EXPERIENCE:

Five years experience with Federal taxation and Non-Resident Alien Taxation.

PHYSICAL REQUIREMENTS:

Exerts up to 20 pounds of force occasionally and/or up to 10 pounds frequently and/or a negligible amount constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*