

Boston University – Senior Tax Analyst

Job description

The Senior Tax Analyst is a key member of the Comptroller/Tax Compliance team at Boston University. They serve as an expert on tax compliance matters; keeps current on regulatory changes, participates or leads special projects related to tax and regulatory matters; develops materials on tax matters and meets with University groups on tax topics.

Major duties of this position include:

- Ensures compliance and timely submission of federal, state and international tax returns and other tax-related correspondence for Boston University and its related entities. The tax filings include but are not limited to Forms 990 and 990-T, state returns, foreign filings, quarterly Excise and Franchise Tax, monthly Sales and Meals tax, annual Alcohol Excise, F-BAR forms, and Country by Country Reporting
- Manages and coordinates the unrelated business income analysis. Collaborate with the University's Investment Office to develop and maintain due diligence processes for partnership K-1s and to identify reportable unrelated business income for federal, state, and foreign filing requirements
- Works closely with the General Accounting and Financial Reporting of the Comptrollers Office to ensure timely and accurate completion of all related schedules for the tax returns. Prepare, analyze, and review monthly schedules required for internal reporting and annual audit to gain insights into trends and changes year over year.
- Develops and maintains working relationships with key departments at the University with significant tax reporting activities. Provide guidance to departments in matters involving the administration of tax requirements, particularly with respect to Unrelated Business Income (UBI) and Sales and Meals tax
- Consults with and advises management on tax implications of changes in tax regulations, as well as potential tax implications of new University programs or initiatives. Keeps current with new developments in tax compliance, to inform tax planning and ensure continued compliance
- Manages relationships with outside tax professionals in the review of University filings, and tax planning consultations
- Provides expert advice on the tax preparation tools and software used by the University; keeps current with changes in tax software, making recommendations on upgrades or changes in tools as appropriate.

Required Skills

- B.A., B.S. or equivalent required
- 5-8 years of accounting experience, preferably in the tax group of public accounting
- Advanced skills utilizing Excel, including complex formulas in order to acquire, organize, and analyze data.

- Strong knowledge of accounting principles and practices with detailed familiarity with tax-exempt and corporate tax compliance.
- Experienced in analyzing data to determine relevant conclusions and suggest appropriate actions to management.
- Proven track record to multi-task and prioritize routine tasks and ad-hoc requests.
- Ability to demonstrate effective oral and written communication skills.
- Detail oriented, demonstrating accuracy and quality of work output.
- Ability to work optimally and collaboratively in a small, collegial team environment.
- Self-motivated, proactive, intellectually curious.

Preferred Skills:

- CPA or CPA candidate
- Public accounting or experience within a higher education institution
- Experience with reporting tools and enterprise-wide accounting software preferred.

Benefits/Other Information: Boston University's generous benefits package includes health, dental, life insurance, and paid time off. Full-time employees are also eligible for tuition remission for courses at Boston University. Note: the remission benefit extends to dependents as well. For more details on benefits, please refer to the Boston University benefits page at <https://www.bu.edu/hr/employee-resources/benefits/>

The department of Financial Affairs at Boston University values intellectual, cultural, and social diversity among its staff and students. We remain steadfast in our dedication to building a team that is inclusive and equitable and a place where all constituents can thrive.

For all positions, we are looking for individuals who enjoy working with colleagues in a collaborative environment and who are flexible and creative. We strongly encourage applications from women and under-represented groups who share our interest in serving a university community with diverse needs, backgrounds, ethnicities, and abilities.

Interested applicants should complete the application at the following link, https://bu.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=307759&company_id=15509&version=1&source=ONLINE&JobOwner=1017554&level=levelid2&levelid2=4271&startflag=3. Applicants are asked to upload a resume, list of references (if available), and submit a cover letter addressed to 'Hiring Manager - Senior Tax Analyst position #6065'.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are a VEVRAA Federal Contractor.

