

# Tax Compliance Accountant

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## Posting Details

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<b>Posting Number</b>	A02229
<b>Position Title</b>	Tax Compliance Accountant
<b>Position Number</b>	E00704
<b>Salary for Announcement</b>	<p>The anticipated hiring range for this position is \$45,300 – \$62,400. The full salary range is \$45,300 – \$74,900.</p> <p>The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. The above salary range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.</p> <p>For more information on MSU Denver's compensation structure, please visit <a href="https://www.msudenver.edu/hr/compensation/professionalexecutivestaff/compens">https://www.msudenver.edu/hr/compensation/professionalexecutivestaff/compens</a></p>
<b>Pay Grade</b>	16
<b>Employee Category</b>	Professional staff
<b>Department</b>	Accounting Services
<b>EClass Code</b>	Full Time Professional Staff
<b>Position Summary</b>	<p>Within the Office of the Controller, Accounting Services, the Tax Compliance Accountant performs full professional accountant duties in applying accounting principles, techniques, methods, practices, rules and regulations in maintaining and reconciling the University's financial records for the University's tax obligations. This position serves as the school's point of contract in the areas of non-resident aliens, unrelated business income (UBIT), sales and use tax compliance, 1099 reporting, 1042 &amp; 1042S reporting, and international tax related rules and regulations. Additionally, this position reviews the hotel sales and use tax returns completed by third party. This role maintains all university business and tax licenses. It monitors and recommends improvements to the tax compliance program for the University. It maintains and updates the university's "Tax Corner" webpage.</p>
<b>Duties/Responsibilities</b>	<p>IND208</p> <p>20% Performs the University-wide effort to identify taxable transactions. Must research, and understand tax law. Conducts research projects as requested from the Controller and other Office of the Controller managers, and analyzes complex and diverse information. Recommends work flow and procedures for all related duties and responsibilities. Assists the campus in mitigating tax risk exposures and proposes tax related policies and procedures. Serves as the point of contact and provides guidance to University departments in the interpretation of UBIT, sales and use tax, 1099s, and withholding tax processing requirements. Communicates with taxing authorities on behalf of the University, as necessary. Explains regulations, computations and procedures to external auditors on items specific to tax compliance. Excellent customer service skills are required with all departments, student clubs, and other customers.</p> <p>15% Reviews all requests for establishing new and existing international vendors which includes, ensuring all appropriate IRS forms are completed, i.e. W-8, or W-8BEN. Glacier software expert. Exercises and maintains Glacier software for international tax compliance. This includes working with HR and Payroll for employee completion. Ensures all international employees are tax appropriately. Reviews Hotel sales and use tax returns performed by third party.</p>

Receives notifications of all "hits" for sanctioned and debarred and researches for compliance. Maintains all business and tax licenses. Reconciles and records common app and parchment wires. Reconciles and manages deferred revenue acct 2500.

15% Prepares and submits quarterly sales and use tax returns for the University. Monthly review of all revenue transactions as well as all deposits against expense accounts. Reconciles and corrects entries to the tax liability accounts. Responsible for reviewing and updating the sales tax rate and taxation law changes. Provides approval of departmental coding for all new electronic store front setups. Ensures sales tax licenses are maintained and current.

15% Reviews, prepares and submits all the University's IRS 1099 forms and reports to all appropriate regulatory bodies. In relation to issuing the 1099s monthly reviews are conducted on accounts payable payments to ensure vendors and payments are coded correctly, while making changes when necessary. Additionally, manual tracking is required of all gifts to ensure all necessary 1099s are issued. Ensures that 1099 reporting is accurate and in compliance with applicable laws and regulations. Recommends and implements additional procedures as needed for compliance.

10% Prepares and submits the University's Unrelated Business Income Tax (UBIT) returns, which includes working with various campus departments ensuring activity is properly recorded and determining where the financial responsibility resides.

10% Monitoring foreign payees as they relate to non-resident aliens as vendors, employees, and grant and scholarship recipients. Examination and review of payments is required to ensure proper withholding tax for federal and local agencies. Preparation and submission of all 1042s as tax is withheld. Annual filing of withholding tax return for U.S. source income of foreign persons, Form 1042 & 1042T are required. Continued monitoring of new IRS regulations required.

10% Tax Compliance Accountant reviews all University deposits against expense accounts and provides approval. Also provides approval of FOAPALs for all new eMarket setups.

5% Other duties as assigned.

**Required Qualifications**

- A Bachelor's Degree in Accounting or a related field or the equivalent education and related Accounting experience (one year of education is equivalent to two years of related Accounting experience).
- Two years experience working an accounting environment.

**Preferred Qualifications**

- Experience with Banner Finance system or related financial database system.
- Experience in accounting and reconciliation.
- Experience with MS Office.
- Experience filing IRS forms needed to maintain compliance for reporting in the tax area e.g. Form 990T, 1042, 1099-Misc, etc.
- Experience researching and analyzing data and information to guide decisions, policies and /or procedures to maintain compliance with governmental agencies i.e. payments to foreign vendors, employees and scholarship recipients.
- Strong written and verbal communication skills.
- Experience conducting training or workshops.
- Experience with preparing and submitting sales tax returns, and doing tax research.
- Experience writing detailed policies and procedures.

**Work Hours**

M-F 8-5; hybrid work schedule available

**Posting date**

09/16/2022

**Closing date**

**Closing Instructions**

Open Until Filled

**To ensure full consideration, applications must be received by 11:59pm (MT)**

**Special Instructions to Applicants**

Please see Special Instructions for more details.  
IMPORTANT: In order to be considered as an applicant you must apply via the online

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application system, <http://www.msudenverjobs.com>.

References refers to a list of three professional references and their contact information.

Official transcripts will be required of the candidate selected for hire.

**Talent Team Representative**

Elizabeth Wellington

**Talent Team Representative E-mail**

ewelling@msudenver.edu

**Benefits**

MSU Denver is pleased to offer our current and potential employees a wide array of benefit options. To learn more, please visit the following link:

**[Employee Benefits Offerings](#)**

**Diversity Statement**

Metropolitan State University of Denver is a unique, access-oriented campus community that values diversity, equity, and inclusion in all its forms. Our student population consists of nearly 50% first generation students and over 45% students of color. We are a designated Hispanic Serving Institution located in downtown Denver.

We create an equitable learning and working environment in concert with individuals who consistently demonstrate commitment to equity and inclusion. We greatly value the diverse identities and perspectives of our students, faculty, and staff and recognize that in order to achieve a just and equitable society, diversity must go beyond simple representation. It requires critical inquiry and dialogue and a commitment to action. We strive to provide a culture of belonging for all community members to achieve personal and professional success.

MSU Denver is committed to creating and fostering a work environment and culture of belonging; we are proud of the work our employee affinity groups contribute to our culture. For more information on our employee affinity groups please visit this [link](#).

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## **Applicant Documents**

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Required Documents

1. Resume or Curriculum Vitae
2. Cover Letter/Letter of Application

Optional Documents

None

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## **Supplemental Questions**

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Required fields are indicated with an asterisk (\*).