

## **Tax Director**

### **Function of Job:**

Under administrative review of the USNH Controller, responsible for conducting tax research, interpretation and analysis, as well as developing and USNH's tax policy, planning, reporting and maintaining compliance with federal and state laws.

### **Characteristic Duties and Responsibilities:**

1. Work with USNH campuses and outside vendors in coordinating all USNH tax planning and compliance including project management for various System-wide projects.
2. Research tax laws, regulations and court cases associated with USNH operations; interpret and apply professional judgement to current and proposed tax laws and regulations to determine their impact on USNH.
3. Monitor current tax developments and issues relative to colleges and universities and communicate USNH official position.
4. Plan, design and maintain policies, systems, and procedures to assure compliance with federal and state tax laws and regulations.
5. Review contracts, transactions and situations involving tax issues and concerns and advise USNH officials to mitigate adverse tax consequences.
6. Provide specialized tax counseling, including calculations and analysis support to the USNH Community.
7. Prepare or review USNH tax returns and reports to ensure their timely and accurate filing and payment of any taxes due.
8. Represent USNH before federal and state authorities on tax-related matters and audits.
9. Provide expert decision support for specific transactions and/or circumstances for payroll, accounting and other financial departments as well as purchasing, fund-raising areas such as the UNH Foundation, and other USNH offices as needed.
10. Develop, maintain and implement USNH financial and administrative policies and procedures in accordance with Board of Trustees policy and federal and state laws and regulations while maintaining fiscal responsibility.
11. Provide training to business service center and financial administration staff concerning tax and other regulatory and policy issues.
12. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in accounting or related field and eight years of related experience or either advanced degree in accounting or licensure as a Certified Public Accountant and eight years of related experience.
2. Thorough knowledge of tax accounting methods and federal and state tax laws.
3. Excellent analytical, organizational, and presentation skills.
4. Effective communication skills, both verbal and written, with ability to interface with faculty, staff, students and the public.

### **Additional Desirable Qualifications:**

1. Experience in a major public accounting or law office with a CPA, LLB, or JD.
2. Experience working for a tax-exempt organization.
3. Understanding of computerized financial systems.

8/3/2001  
System Approval

6/4/2001  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**