



Job Specification

Job Title: Tax Accountant
BCAT Code: 430X AZ
Pay Grade: G16

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Serves as the professional accounting expert responsible for the technical and administrative compliance issues associated with Internal Revenue Code 1441 regulations for making payments to nonresident aliens and reporting in such payments.

Examples of Duties

- Participates in seminars and short courses to remain proficient in assuring compliance with IRS regulations.
- Develops and coordinates, with assistance from Human Resources, International Services & Programs Financial Aid, Student Accounts, and GSU Foundation, the implementation of compliance procedures.
- Manages the Tax Navigator database.
- Meets with nonresident alien and reviews the Foreign National Information Form for completeness in accordance with Passport, 1-94, 1-20/IAP661/1-797 and visa information.
- Completes Tax Residency and Treaty Analysis using the Tax Navigator and Visa Manager.
- Completes and processes various forms for compliance.
- Determines the applicable withholding rates.
- Reconciles and remits withholdings timely to the IRS.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of non-resident alien tax issues and treaties.
- Knowledge of IRS regulations.
- Ability to communicate effectively both verbally and in writing.
- Proficiency in word processing, spreadsheets, and databases.

Minimum GSU Hiring Standards

Bachelor degree and four years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.