

Job Title: Tax Manager
Reports to: Controller

Greater Houston Community Foundation (Foundation) seeks an exemplary, detail-oriented Tax Manager who brings experience, skill, and passion to our Accounting and Finance Department.

The Tax Manager holds an important position within the accounting and finance team at the Foundation. The ideal candidate will have experience with preparation and filing of tax returns for multiple entities, ability to interact and communicate well with others, must be well organized and be able to meet deadlines. In addition, they must be self-motivated, professional, and dependable.

This position is responsible for the timely preparation and filing of tax returns. In addition, they may also be expected to research tax changes and implications, assist with setting up entities, provide strategic tax guidance as needed and assist with the daily operations of the accounting team.

Salary Range: \$115,000-125,000

Interested parties should submit their cover letter and resume via our [online application form](#). We will contact those candidates who most closely match our requirements.

Job Responsibilities:

- Manage all aspects of tax compliance and reporting, particularly the accurate and timely filings of Forms 990, 990EZ, 990PF, 990T, 1099, 1096 and other federal and state tax forms, as required for the Foundation, related entities, and clients
- Prepare and maintain tax compliance work papers and source documents
- Reconcile PEO payroll reports and ledger payroll expenses to produce reports necessary for regulatory reporting
- Maintain tax information and forms that are received by the Foundation from various sources, such as but not limited to, IRS notices, Forms K-1, 8283, 8282
- Maintain non-financial data required for tax reporting, such as but not limited to, Board of Director lists, changes to governing documents
- Coordinate with outside CPA firms' tax teams as needed during tax review process
- Respond to tax firm queries
- Maintain annual reporting of subordinates in group exemption filing
- Research and document changes to tax law, regulations, and reporting requirements
- Setup and maintenance of non-profit entities' filings with IRS, State Comptroller, and Secretary of State as needed
- Quarterly review of contribution and grant disbursement reports
- Quarterly review of 1099 vendors and expenses
- Monthly review of related entity and client financials
- Assist with computing and reviewing required distribution and carryover amounts for private foundation clients
- Coordinate with Controller, Accountants, and PEO in payroll preparation and reporting
- Assist with new employee onboarding process
- Maintain grantee and vendor ACH banking information needed to process ACH/wire disbursements
- Assist with investment rebalance process
- Assist with month-end close process
- Assist Accounting, other Foundation departments and clients in other capacities as needed

Qualifications and Experience

- Bachelor’s degree in accounting, finance, or a related field. CPA certification is highly preferred.
- 5+ years’ experience in Tax Manager or similar role
- Extensive knowledge of tax regulations and reporting requirements
- Strong knowledge and understanding of fund accounting
- Ability to multi-task, respond to deadlines, handle detailed and confidential information
- Excellent interpersonal, written and oral communication skills; ability to work successfully with a variety of clients, departments and external stakeholders
- The person in this position constantly communicates with clients and must be able to exchange accurate information in these situations.
- Strong organizational skills, ability to plan workflows, handle multiple tasks simultaneously, manage details, problem solve, meet deadlines, and communicate progress regularly to supervisors
- Superior Excel skills
- Experience with Salesforce, Tableau or Crystal Reports is desirable

Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally
- Ability to stoop, kneel, crouch, or reach frequently
- Ability to remain in a stationary position 85% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. 15% of the time

The Foundation offers a hybrid work environment.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Greater Houston Community Foundation is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person’s race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. Greater Houston Community Foundation does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.