Job Description

UNIVERSITY OF WATERLOO

Job Title:	Tax and Compliance Analyst
Department:	Finance
Reports To:	Associate Director, Treasury & Tax Services
Jobs Reporting:	N/A
Salary Grade:	USG 10
Effective Date:	March 2020

Primary Purpose

The Tax and Compliance Analyst is accountable to the Associate Director, Treasury for the accurate completion and timely filing of all GST/HST and registered charity tax filings for the University as well as GST/HST filings for the pension plan and support of any related tax audits. The Tax and Compliance Analyst researches and advises on GST/HST questions, provides employee versus independent contractor determinations, participates in financial systems projects from a tax perspective and addresses other tax matters as required. This role also coordinates completion of the University's PCI DSS compliance self-assessments.

Key Accountabilities

Prepare and file tax returns, prepare analysis of tax related matters and support tax audits

- Prepare and file the University's and the pension plan's GST/HST returns. Prepare related analysis to ensure that GST/HST being billed/collected and GST/HST rebates being claimed are appropriate.
- Prepare and file the University's registered charities' returns, ensuring a thorough and up to date understanding of the related tax requirements.
- Provide employee versus independent contractor determinations and manage the process and guidance in place for such determinations.
- Address the University's requirements in the areas of Reg 105 withholding tax, tuition and education tax certificates, tax information slip reporting related to scholarships and other tax matters.
- Prepare packages for tax auditors and provide other support as required for tax audits.
- Prepare/provide/obtain tax forms to meet the requirements of third parties that the University deals with.

Enhance the University's tax compliance by providing training, advice, and identifying and implementing process improvements

- Provide practical and technically correct advice and guidance on questions related to tax.
- Develop and provide training on tax matters to others within Finance and other teams to enhance knowledge of tax matters and tax compliance.
- Identify and implement process improvements designed to improve tax compliance or efficiency in achieving tax compliance.
- Keep current in tax matters in the industry and ensure the University remains up to date.
- Proactively identify tax topics requiring further investigation, mitigate tax risks and investigate tax opportunities.
- Demonstrate professional judgment in situations where clear direction is not available and/or interpretation is required.

Provide functional expertise in financial system processes related to tax • Understand how the financial system tax logic works in terms of billing tax on revenue and calculating rebates of tax and self-assessing tax on payment of accounts payable invoices. • Understand how the expense report and Pcard systems' tax logic works in terms of calculating rebates of tax and self-assessing tax on purchases. • Ensure that tax logic in financial systems remains up to date and accurate and that system users are appropriately trained in relation to tax logic and related processes. • Recommend improvements and best practices related to current and new system features related to tax logic and processes. • Participate in system upgrade and testing project teams in relation to tax.
Co-ordinate completion of the University's PCI DSS compliance self-assessments • Understand the University's requirements in the area of PCI DSS (Payment Card Industry Data Security Standard) compliance. • Co-ordinate completion of the University's annual PCI DSS compliance self-assessments, working closely with the University's IST department. This also involves co-ordination and information sharing with many other University departments and relevant financial services providers. • Address PCI DSS compliance requirements that are the responsibility of Finance.
Other • Participate in other projects and complete other assignments as assigned.

Required Qualifications

Education • University undergraduate degree, courses in accounting or business preferred • Chartered Professional Accountant (CPA) designation
Experience • Minimum 3 years' experience in an accounting/finance-related environment • Significant tax compliance experience (ie: Canadian and US Charitable Returns, Annual Information Return) • Previous experience with GST/HST compliance including GST/HST Returns and knowledge of Public Service Bodies Rebates
Knowledge/Skills/Abilities • Demonstrated ability to research complex tax issues • Strong analytical, technical and problem-solving skills • Conceptual thinker with strategic planning skills and initiative • Excellent interpersonal and communication skills • Works independently with a strong work ethic • Exceptional attention to detail • Understanding of generally accepted accounting principles and their application to not-for profit organizations • Team player who works collaboratively with colleagues

Nature and Scope

- **Contacts:** Internal: Finance team members as well as colleagues across the campus community. External: Canada Revenue Agency

- **Level of Responsibility:** The Tax and Compliance Analyst must apply knowledge of the University's business, accounting and tax to complete all applicable tax reporting accurately and within relevant deadlines.

- **Decision-Making Authority:** Responsible for recommendations/decisions relating to tax filings and tax processes. Any changes in policies or procedures must be referred to the Associate Director, Treasury & Tax Services to approve or determine the appropriate level of approval required.

- **Physical and Sensory Demands**: Minimal physical demands typical of a position operating within an office environment. The incumbent must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.

- **Working Environment:** Office based