**Tax Analyst**

**Apply directly to the posting by following the link:** <http://jobs.hr.upenn.edu/postings/27925>

**University Overview:**

The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual U.S. News & World Report survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn’s distinctive interdisciplinary approach to scholarship and learning.

Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play.

The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more.

**Duties:**

Reporting to the Associate Director, Tax and International Operations, this position works under general supervision and in accordance with all applicable US Federal, State and Local laws/regulations and University policies, procedures and guidelines.

The position will be the primary contact for matters concerning nonresident alien taxation (both inbound and outbound). Recurring responsibilities include ensuring all payments to Foreign Nationals are made in compliance with applicable US federal, state, and local laws/regulations. Individual should understand US tax implications related to visa status and be able to interpret and apply US Tax Treaties (inbound and outbound). Responsibilities include analysis of applicable tax treaties and bi-lateral agreements for Penn activity occurring outside of the United States. Additional duties include account reconciliation; year-end tax processing, including annual 1042S preparation; assisting in monthly training of Payroll Administrators regarding process flow for documents and payments to students, visiting scholars, and guests.

**Qualifications:**

Bachelor’s Degree and 3 to 5 years of experience or equivalent combination of education and experience is required.

**Affirmative Action Statement:**

Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.