

# Senior Tax Analyst

Job ID  
REQ-10020070  
Aug 23, 2024  
USA

## Summary

The Senior Tax Analyst will be an integral part of the tax function. The Senior Tax Analyst will be responsible for federal and state income tax matters with a heavy focus on corporate compliance and reporting for US business units in close cooperation with other federal, state tax team members, tax controversy, tax planning, business unit accounting and finance teams.

## About the Role

## Your Key Responsibilities:

- Assist with the preparation and consolidation of the federal C-corporation (Form 1120) and state and local corporate income tax returns, including the proforma returns of assigned subsidiaries.
- Prepare federal and state quarterly estimated tax payments and extension calculations.
- Identify, research, and analyze tax issues and planning opportunities.
- Work with managers and directors on various federal and state special projects. For example: research & development tax credit study, financial analysis of intercompany transactions, analysis of tax impacts of acquisitions/divestments, calculation of FDII deduction and other credits and incentives, assist in state conformity studies.
- Prepare state apportionment for assigned subsidiaries and unitary jurisdictions.
- Assist in the preparation of select international tax forms and consolidating schedules included in consolidated federal filing.
- Assist with ensuring that the tax function, in conjunction with accounting, is compliant with the requirements and procedures established under Sarbanes Oxley ('SOX'). This includes maintaining tax internal controls by recommending and documenting tax policies and procedures.
- Assist with responses in support of the tax notices and audits in various US jurisdictions. Perform research (factual and technical) to assist with tax audits. This would also include assistance with state and local nexus inquiries.
- Support the calculation of US federal and state ETR drivers and support the overall tax quarterly provision process and forecast. Assist with all monthly general ledger tax account reconciliations and the preparation of related federal and state journal entries.
- Work in collaboration with business unit accounting and finance teams to help facilitate information sharing.
- Assist with other tax projects and compliance, as needed.
- Maintain up-to-date knowledge of US income tax law changes.
- Work with direct managers to support financial activities, decision making and general projects.
- Responsible for preparing (e.g. analysis) or reporting with particular emphasis on accuracy, compliance

and timeliness of data provided.

## Essential Requirements:

- Bachelor's degree required
- 2+ years experience in federal and state income tax compliance reporting
- Team player with strong communication skills, able to work in a collaborative environment
- Willingness to embrace new opportunities and continue to grow as a tax professional
- Strong organizational, time management, and analytical skills
- Experience in applying problem-solving methods to identify and address issues
- Ability to handle highly sensitive material appropriately and maintain confidentiality
- Proficiency in Microsoft applications (e.g. Excel, Word, SharePoint, etc.)

## Desirable Requirements:

- Degree subject area in Accounting and/or CPA preferred; Masters degree in Accounting or MS in Tax preferred.
- Experience in a large public accounting firm and/or large public company corporate tax department.
- ONESOURCE (e.g. OIT, OTP) and Alteryx experience

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**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$84,00 - \$126,000 / year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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#### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Finance

Business Unit

Corporate

Location

USA

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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