Posted: **September 29, 2026**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

REVISED

POSITION ANNOUNCEMENT

TITLE: TAX COMPLIANCE ANALYST **DEPT: BUSINESS OFFICE**

REG ☑ **TEMP ☐** **FULL TIME ☑** **PART TIME ☐**

STARTING RATE or SALARY RANGE $70,720 – $80,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.
All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 08/19/2026* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Serves as the university's primary tax compliance professional and resource for departments regarding federal, state, local, and international tax matters. Ensures compliance with tax laws affecting university operations, including international taxation, information reporting, out-of-state employment, sales and use tax, Unrelated Business Income Tax (UBIT), tax-exempt bond compliance, and other institutional tax matters. Coordinates tax reporting and compliance activities; researches and interprets tax laws and regulations; develops tax-related policies, procedures, and internal controls; supports audits and regulatory examinations; and collaborates with departments across the university to ensure compliance with applicable tax laws and reporting requirements.

JOB FUNCTIONS:

International Tax Compliance: Maintains nonresident alien tax compliance records and documentation for international employees, students, scholars, and visitors. Administers tax treaty implementation and compliance and maintains applicable tax software records. Collects, reviews, and maintains visa, immigration, residency, scholarship, fellowship, and grant documentation to ensure compliance with federal tax and immigration-related requirements. Ensures compliance with federal tax withholding, reporting, and recordkeeping requirements applicable to international employees, students, vendors, and visitors. Coordinates preparation of Forms 1042 and 1042-S and reviews payments to foreign nationals and foreign vendors for proper withholding and reporting. Assists departments with questions related to international tax compliance and coordinates with Human Resources, Payroll, Accounts Payable, Student Accounts, and other offices to resolve tax and immigration-related issues. Maintains current knowledge of federal tax regulations, tax treaties, immigration-related tax requirements, and industry best practices through ongoing professional development.

Institutional Tax Compliance and Reporting: Serves as a resource to departments regarding federal, state, and international tax compliance matters. Provides tax compliance guidance regarding stipends, scholarships, fellowships, participant support payments, research participant incentives, awards and prizes, honorariums, foreign payments, taxable fringe benefits, moving and relocation benefits, and other payments to determine proper tax treatment, withholding, and reporting requirements. Reviews and provides guidance regarding independent contractor classifications and worker classification matters in coordination with Human Resources and Accounts Payable. Coordinates institutional tax reporting activities, including Forms 1099, Forms 1042 and 1042-S, 1098-T compliance review, and other required federal and state tax reporting. Coordinates the

annual Unrelated Business Income Tax (UBIT) reporting process, including gathering financial and operational information, reviewing institutional activities for potential unrelated business income, and serving as the primary liaison with external tax consultants for preparation of Form 990-T. Assists departments in identifying and addressing tax compliance issues associated with new programs, contracts, grants, sponsorships, revenuegenerating activities, and other institutional initiatives. Maintains and reviews institutional sales and use tax exemptions and assists with ensuring accurate collection, reporting, and remittance of applicable state and local sales and use taxes associated with university activities. Assists with post-issuance compliance requirements related to tax-exempt bond financings, including monitoring and reporting Private Business Use (PBU) when applicable. Provides guidance and recommendations regarding tax compliance implications associated with institutional activities, transactions, and proposed business practices.

Out-of-State and International Employment Tax Compliance: Researches, interprets, and monitors federal, state, local, and international tax requirements associated with employee work locations. Determines whether employer registrations are required in other states or foreign jurisdictions and coordinates completion of required business and employer registrations that are not payroll-tax related. Maintains institutional registration records and provides guidance regarding tax compliance obligations associated with approved out-of-state and international work arrangements. Coordinates with Human Resources and Payroll regarding compliance requirements associated with employee work locations, including payroll tax withholding, reporting, registration, and other tax and compliance obligations. Provides tax compliance guidance regarding approved remote work arrangements and employee work locations. Monitors changes in laws and regulations affecting employees working outside New Mexico and provides guidance regarding tax implications, reporting obligations, and compliance risks. Reviews nonresident alien and foreign national tax matters, evaluates tax treaty implications when applicable, and assists with compliance reviews, governmental notices, audits, and reporting requirements related to out-of-state and international employment arrangements.

Compliance Monitoring, Audit Support, and Policy Development: Reviews internal controls and safeguards to ensure compliance with tax laws, regulations, policies, and procedures. Assists with development, maintenance, and documentation of tax-related policies, procedures, internal controls, and training materials. Responds to tax-related audits, notices, examinations, and information requests from federal, state, and local agencies. Establishes compliance monitoring processes, evaluates results, and recommends process improvements to address changing regulatory requirements. Collaborates with departments across the institution to ensure consistent application of tax laws and compliance requirements.

REQUIRED QUALIFICATIONS:

Bachelor's degree in Accounting, Business Administration, or a related field. Applicants with a degree other than Accounting must have at least 15 credit hours in accounting. Five (5) years of professional experience in tax compliance, accounting, auditing, payroll, financial compliance, or a related field; or three (3) years of relevant experience with a master's degree in Accounting, Taxation, Business Administration, Finance, or a related field. Knowledge of accounting principles and financial or tax reporting requirements. Ability to research, interpret, and apply laws, regulations, and guidance to financial transactions and tax compliance matters. Strong attention to detail and accuracy in reviewing financial information, documentation, and reporting. Ability to communicate technical information clearly to a variety of audiences. Strong analytical, organizational, and problem-solving skills. Proficiency with Microsoft Office, particularly Excel.

DESIRED QUALIFICATIONS:

Master's degree in Accounting, Taxation, Business Administration, or a related field. Experience with tax reporting or compliance, such as information reporting, payroll tax, multi-state tax, or international tax. Additional experience in tax, accounting, payroll, auditing, or financial compliance. Experience in higher education, government, or nonprofit environments. Experience with Banner or similar financial systems.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 10%	Sitting 65%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu