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 – $85,571
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:

Supports the university's tax compliance activities and serves as a resource for departments with tax-related questions. Assists with federal, state, local, and international tax requirements, including tax reporting, international tax, employees working outside New Mexico, and other university tax matters. Researches tax requirements, assists with required filings, maintains documentation, and works with departments across the university to identify and resolve tax-related issues.

JOB FUNCTIONS:

Institutional Tax Compliance & Reporting: Supports university tax compliance and reporting, including information reporting, sales and use tax, UBIT, tax-exempt bond compliance, and other institutional tax matters. Reviews university activities for potential tax requirements, assists with required filings, maintains supporting documentation, and works with departments and outside tax advisors as needed.

International Tax Compliance: Supports tax compliance for international employees, students, visitors, and vendors. Reviews documentation, assists with tax withholding and reporting requirements, including Forms 1042 and 1042-S, and works with departments to resolve international tax questions.

Out-of-State & Employment Tax Compliance: Supports tax compliance for employees working outside New Mexico. Researches applicable requirements and works with Human Resources and Payroll on registrations, withholding, reporting, and other tax requirements related to employee work locations.

Department Support & Compliance: Researches tax laws and regulations, responds to tax-related questions, and assists with tax notices, audits, procedures, and internal controls. Works with departments to identify tax issues, develop guidance, and support compliance with university tax 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