CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☒ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Financial Services Branch	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 280 - 4192 - 005
DIVISION/UNIT Accounting/Tax Research & Reporting	CLASS TITLE Financial Accountant II
INCUMBENT NAME Vacant	WORKING TITLE Tax Compliance Lead

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general supervision of the Financial Accountant III, the Financial Accountant II (FA II) serves as the lead specialist for the Tax Research and Reporting Unit. The FA II performs advanced technical and professional tax research, analysis, and reporting to ensure compliance with all taxing agencies pertinent to CalSTRS. This position provides non-supervisory lead support by offering guidance, training, and quality control review assistance to subordinate staff.

The FAII exercises independent judgment in resolving atypical and highly complex exceptions within CalSTRS' information systems and tax reporting processes. The incumbent researches, documents, and analyzes the technical aspects of corporate and pension tax applications to ensure compliance and implements internal controls for tax withholding. The FA II performs complex analysis and submits required reporting, mandated by the Internal Revenue Services (IRS), Franchise Tax Board (FTB), Department of Tax and Fee Administration (CDTFA) and Governmental Accounting Standards Board (GASB). The FA II is responsible for reconciling and reporting tax withholding to the appropriate agencies.

Additionally, the FA II assists the Financial Accountant III to monitor the external environment for changes to the IRS codes, and federal and state legislation to ensure CalSTRS' ongoing tax compliance, both in relation to investment activities (domestic and international vendors), and CalSTRS business activities (pension and corporate taxes). The FA II also conducts legislative and policy analysis and makes recommendations to the FA III.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	ESSENTIAL FUNCTIONS
30%	Assist FAIII with training staff, monitoring work inventory, and approving procedures. Provides technical guidance and quality – review support to team members for consistency and accuracy, including tax reporting, reconciliations, member inquiries, and internal advisory services; member tax withholding and distribution transactions. Identify, research, and resolve BenefitConnect system irregularities and tax exceptions; initiate PIRs and perform user acceptance testing for tax related enhancements.
30%	Reconcile, report, and pay associated taxes to the Internal Revenue Service (IRS), Franchise Tax Board (FTB), Board of Equalization (BOE), and Employment Development Department (EDD) as mandated by relevant laws and regulations. Investigate and examine automated and manual tax processes for CalSTRS and make recommendations for process improvements. Prepare and pay withheld state and federal tax, daily or semi-weekly deposits (depending on relevant regulations) via electronic fund transfer (EFT) and the Federal EFTPS system. Analyze tax reporting variances and inquiries from the taxing agencies (IRS, FTB, EDD, or BOE) and resolve issues to prevent tax penalties and/or reduce interest charges. Create and track the 1099 Event Schedule and update the 1099 Training Manual. Research and resend returned or duplicate returns (1099Rs 1042's). Responsible for adjusting Current Year to Date (CYTD) balances to comply with the guidelines established by the taxing agencies. Create 1099-Rs, 1042's, and 1099-MISC for all reportable persons/vendors.
20%	Reconcile quarterly tax reporting to ensure all tax deductions are reported correctly and within the required timeframe. Prepare a supplemental report to record tax cancellations for prior quarters as well as taxes for manual payments. Reconcile tax payments to the relevant bank statements and prepare accruals to ensure tax general ledger accounts reflect the correct balance per guidelines within Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB). The incumbent works as an accounting liaison with EIT to establish and maintain the required reports in the account's payable subsystem for EDD tax reporting and payment purposes. Conduct highly complex reconciliations of tax year-to-date totals, validate tax tables in the corporate pension system and financial system, and validate tax general ledger accounts for financial reporting purposes. Work with the business areas (Disbursements, Benefits and Services, Business Direct Support Services, Procurement/Vendor Master Data, and Tech Services) to resolve atypical and highly complex reconciling items, variances, unregulated

	practices and any other issues relating to taxation. The incumbent acts as liaison with IRS, FTB, EDD and CALSTRS and Legal Office in determining and implementing changes in all matters surrounding tax.
15%	Serve as business point of contact for pension administration information system for member and beneficiary tax data; report incidents; troubleshoot incidents; perform user acceptance testing; serve as business lead on system enhancements. Research, analyze and respond verbally and in writing to members and vendor inquires on atypical and highly complex tax withholding requirements pertaining to tax statements (1099R, 1099 Misc. Income, 1099 Interest Income, 1042S, etc.). Coordinate with other business areas and management to collect necessary information for complex situations arising from the nature of the payment or from system limitations within the Pension system which is summarized in the members' information returns. Develop Q&A (Questions and Answers) as a job aid to members and vendors. Prepares tax related articles for communication to members through CalSTRS' newsletter, Connections, etc.
5%	**MARGINAL FUNCTIONS** Act as delegate for FAIII when FAIII is unavailable; participate in special projects and work with cross-functional teams to formulate appropriate accounting approaches and methods to achieve solutions and to meet management's objectives, while maintaining compliance with tax standards.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the Competency Guide on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

WORK ENVIRONMENT

- Office setting with low partitions.
- Must be able to work in a high-rise building.
- Must be able to work in face paced environment of continual improvement and interact with all levels of staff and management.

PHYSICAL ABILITIES

- Ability to use a computer keyboard and read from computer screens several hours a day.
- Ability to sit and stand for serval hours a day.

SPECIAL REQUIREMENT

This position is identified as requiring access to Federal Tax Information. Therefore, pursuant to Internal Revenue Code, Section 6103(p)(4)(c), a new Background Investigation must be completed within ten (10) years from the date of the previous background investigation.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED