

# Associate Director, US Federal and State Tax Reporting

Job ID  
REQ-10019353  
Sep 06, 2024  
USA

## Summary

The Associate Director, US Federal and State Tax Reporting is responsible for the leadership, management, and execution of US tax reporting relating to the various dimensions of US federal and state tax. The role will also support and work closely with other federal and state tax team members in compliance and integration activities, tax controversy, tax planning, and accounting, finance and treasury teams. The role is key in driving the strategic direction of an inclusive, globally integrated, finance based and functionally connected US tax organization, covering end-to-end all relevant aspects of US tax.

This role is required to be in our East Hanover, NJ office 3x/week.

## About the Role

### Key Responsibilities:

#### Leading Tax

- Support the continuous development of a finance/accounting based tax organization with analytical orientation prepared for internal and external needs and challenges. Ensure close collaboration with business stakeholders locally and globally.
- Lead the US tax effort and maximize the value delivered in support of federal and state tax reporting, compliance, and controversy, act as trusted and respected advisor with stakeholders and senior management.
- Provide leadership and technical support as a function aligned with tax compliance, tax planning and transfer pricing based on strong finance and accounting skills, promoter of the strategic integration of US Tax into the local and global Novartis organization including business partnering and technical expertise on all dimensions of tax reporting.
- Representative of US tax function with policy makers, fiscal authorities, industry associations, tax director community and other external stakeholders to front Novartis on specific tax matters.
- Identify, research, and document positions as they relate to the tax accounting implications of new accounting pronouncements, changes in tax law, business transactions and other activities in order to ensure the proper application of IAS 12 guidance.

#### Planning, Compliance and Risk Management

- Oversee all company activities to ensure they comply with both state and federal reporting regulations.
- Support all aspects of federal and state tax compliance, tax rate forecast, tax cash forecast, tax

payments, evaluate opportunities to optimize effective tax rate and cash taxes while managing risk. Communicate pro-actively with business stakeholders on tax positions and payments.

- Review and management of the Sarbanes Oxley ('SOX') tax processes. This includes working with external and internal auditors to provide support related to income tax accounting, as well as maintaining tax internal controls to ensure that the Company is compliant with the requirements and procedures.
- Review, and/or management of the income tax accounting process. This includes profit before tax analysis, payable reconciliations, current and deferred income tax provision calculations, effective tax rate, income tax reserves, valuation allowance analyses, attribute roll forwards, and return to provision calculations.
- Provide income tax accounting and compliance support for BD&L/M&A and business transactions such as acquisition integration and divestment analysis (e.g., E&P, tax basis and carve out financials).
- Engage with tax authorities on audits and controversy, including IDRs, notices, amended tax returns, manage tax risk and impact on tax reporting and financial statement disclosures.
- Ensure the contemporaneous availability of financial and tax data (P/L and B/S) on all dimensions of IFRS and tax for tax reporting and compliance and audit preparedness.
- Support in pro-actively monitoring and developing tax reporting and compliance processes and technology with the aim to achieve simplification and standardization and improve operational effectiveness and efficiency. Ensure clear roles and responsibilities, the maintenance of local guidelines/work instructions in order to properly manage tax processes in coordination with relevant stakeholders.

## **People and Development**

- Encourage an environment of collaboration and professional development, create a sense of empowerment, teamwork and ownership to elevate the US tax team to a knowledge center covering all US tax areas and pro-actively interconnected within US Tax and with US and global stakeholders (HQ Tax, Global FRA, M&A, finance, treasury, funds flow, BR, Development, commercial, legal, etc.).
- Act as a role model and mentor to the US Tax team members, embracing business partnering, knowledge sharing and technical excellence at the crossroads of tax, finance/accounting, and legal.
- Ensure training and development opportunities for team members and stakeholders.
- Active member of the global tax function driving the strategy, priorities, initiatives, and activities of the global tax function, in close collaboration with business and finance stakeholders.

## **Role Requirements:**

- Economics/Finance/Accounting degree, with further accredited accounting and/or tax qualification. CPA and/or Masters of Taxation highly preferred.
- Minimum of 8+ years of US Tax experience in Big 4 and/or corporate department of a large publicly held multinational company
- Ability to handle highly sensitive material appropriately and maintain confidentiality
- Proficiency in Microsoft applications (e.g. Excel, Word, SharePoint, etc.)

## **Desirable Requirements:**

- OneSource (e.g. OIT, OTP) and Alteryx experience
- Experience with IFRS accounting

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**Commitment to Diversity & Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$144,000 - \$216,000 / 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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#### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

#### **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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