

## Job Posting

**Position:** Corporate Office / Senior Tax Manager

**Reports to:** Tax Director

**Location:** Remote role/Headquarters: Arlington, VA 22209

**The Company** Diversified holding company whose operations include educational services, home health and hospice care, television broadcasting; online, print, and local TV news, automotive dealerships, manufacturing, hospitality, and consumer internet companies. Refer to the [Company website](#) for additional information.

**Summary:** The Corporate office of Graham Holdings Company and Subsidiaries is responsible for consolidated compliance and SEC reporting. The Corporate environment requires development of cross-functional relationships both within and outside the tax department; building effective relationships within Corporate, the Business Units and with outside service providers.

### Key Responsibilities:

#### Tax Compliance (50%)

- Review US Federal and state income tax returns and related estimated tax and extension request filings and payments for subsidiaries using tax return software, including:
  - Accurate and timely tax filings and tax payments.
  - State apportionment and state adjustment workpapers and analysis
- Review or assist with updating:
  - Consolidated organization entity listing / chart.
  - Consolidated state tax filing chart.
  - Monitoring completion of US Federal and state income tax compliance work key mile markers.
  - Tax Basis Analysis.

### Tax Provision (40%)

- Assist in preparing and reviewing quarterly and year-end ASC 740 tax provisions for Corporate office and subsidiaries, currently utilizing CORPTAX and excel, including:
  - Analyzing and reconciling tax account activity for assigned business units.
  - Analyzing and updating permanent and temporary differences for assigned business units.
  - Return-to-Provision reconciliations.
  - Complete/review certain consolidated federal and state M-1 adjustment calculations.
  - Complete/review cumulative deferred balance validation analyses.
  - Complete/review detailed state valuation analyses.
  - Complete/review detailed state deferred measurement analyses.
  - Complete/review detailed purchase accounting calculations under varying scenarios.
  - Complete a review of the provision consolidation.
  - Complete/review the quarterly discrete analysis.
- Assist with preparation and review of supporting schedules for tax related disclosures included in Press Releases, Forms 10-Q and 10-K, and the year-end tax footnote.
- Perform CORPTAX administrative functions as necessary and trouble shoot CORPTAX issues as they arise during the provision and compliance process.

### Other (10%)

- Assist with responding to Notices or Information Document Requests (IDRs) from US Federal and state tax authorities, mainly income tax related.
- Remain up to date on tax law changes, tax accounting changes, etc.
- Assist with non-recurring income and non-income tax queries from Business Units.
- Identify and assist with process improvements, automation, etc.
- Other tasks as assigned.

*The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.*

### **Qualifications/Skills Required:**

- Bachelor's degree in Accounting or Finance required; CPA preferred.
- Public accounting or combination of public accounting and corporate experience required.

- Attention to detail, excellent verbal and written communication skills, well organized, and strong interpersonal skills.
- Ability to work independently in a team environment, comfortable working to meet recurring deadlines, ability to manage workload and successfully complete complex tasks simultaneously.
- MS Office competence, strong Excel, and Word skills.
- CORPTAX Software experience.
- Partnership experience a plus.

## **Our People and Culture**

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated, and celebrated. This is a core tenet of our Company.

Graham Holdings – Diverse Companies – Diverse People – Shared Values

## **Benefits**

Graham Holdings Company and its family of businesses provides its employees with the benefits they need to take care of themselves and their families. Our benefits are comprehensive and support employees' health, finances, and life, including: two Retirement Plans, the Company Contribution Plan: pension fully funded by the company, 8% at hire, 10% contribution at 10 years; 401(k): employees may make their own pre-tax, after-tax, or Roth contributions; 3 medical plans, 2 dental plans, vision discounts, life, and accident insurance, health and dependent care spending accounts, health savings account; comprehensive PTO, including 4 weeks' vacation to start; family leave as well as short and long-term disability. flexible schedule/remote work; adoption assistance; \$5,250/year tuition assistance plus, tuition discounts; legal plan, employee discounts, deals and more. In addition, we provide a wide range of wellness support services to participating employees; many at no cost. Visit our candidate benefits site [here](#).

**Send resume, cover letter and salary requirement to: [careers@ghco.com](mailto:careers@ghco.com)**

*All qualified applicants will receive consideration for employment without regard to race, color, religion or belief, age, physical, mental or sensory disability, national, social or ethnic origin, sex (including pregnancy), sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, military service or protected veteran status, family or parental status, or any other legally protected basis, in accordance with applicable law.*

3/21/2024