GRAHAM HOLDINGS

Tax Senior Associate, Domestic Income Tax

Reports to Tax Senior Manager · Arlington, VA (Hybrid)

Overview

Graham Holdings Company (NYSE: GHC) is a diversified holding company with operations across education, media, healthcare, manufacturing, automotive retail, and other industries. Refer to the Company website for additional information.

Graham Holdings is seeking a Tax Senior Associate to join the Corporate Office domestic income tax team. Reporting to the Tax Senior Manager, this role is the first preparer of U.S. federal pro forma and state and local income tax returns, and prepares quarterly and annual income tax provisions under ASC 740 for multiple business units. The role also supports federal and state tax examinations, tax planning, and process improvement initiatives.

This role is not siloed into compliance or provision. Instead, you will own a portfolio of business units and be responsible for every aspect of their corporate income tax — from estimated payments and returns to the quarterly provision and the return-to-provision true-up. Because Graham Holdings acquires, operates, and periodically divests businesses across a wide range of industries, the work is varied and no two business units look alike. You will work regularly with finance and accounting leaders at the business units, other corporate departments, outside consultants, and our external auditors — gathering data, explaining tax positions, and providing practical tax guidance.

The successful candidate understands U.S. federal and state income tax concepts, has experience preparing consolidated federal returns and state income tax filings, and communicates clearly. The candidate will take ownership of their work and initiative in solving problems. The role suits a tax professional with a solid compliance foundation who wants experience across the full income tax lifecycle, while building the skills to explain complex technical tax concepts to non-tax stakeholders.

Key Responsibilities

Tax Compliance

- Prepare U.S. federal pro forma and state and local income tax returns in Corptax, including estimated tax payments and extension filings.
- Ensure assigned returns and payments are filed accurately and on time.
- Prepare and review state apportionment calculations and supporting workpapers.
- Help maintain the consolidated legal entity organizational chart and state filing matrices.
- Monitor compliance deadlines and track key milestones throughout the filing calendar.

Tax Provision

- Prepare quarterly and annual federal and state income tax provisions under ASC 740 using the Corptax Provision module.
- Analyze and reconcile income tax account activity.
- Identify and update permanent and temporary differences.
- Calculate the effective tax rate, deferred taxes, and tax account roll-forwards.
- Prepare return-to-provision reconciliations and analyze the resulting true-ups.

- Maintain clear documentation that supports tax calculations and withstands external audit review.
- Support preparation of income tax disclosures for earnings releases and Forms 10-Q and 10-K, including the annual income tax footnote.

Tax Examinations

- Assist in responding to notices and Information Document Requests (IDRs) from federal and state taxing authorities, coordinating with the business units to gather support.

Tax Planning & Special Projects

- Stay current on tax law and accounting developments and assess their impact on assigned business units.
- Support tax planning initiatives and respond to ad hoc tax questions from the business units.
- Participate in special projects and process improvement initiatives as assigned.
- Identify and implement process efficiencies, including applying AI tools to automate or redesign tax workflows.

Qualifications

Required

- Bachelor’s degree in Accounting or Finance.
- 2–4+ years of relevant experience in public accounting and/or a corporate tax department.
- Experience preparing consolidated federal income tax returns and state income tax filings.
- Working knowledge of state and local income taxation, including apportionment and sourcing concepts.
- Experience with tax compliance software.
- Strong analytical and problem-solving skills, with close attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively, manage multiple priorities, and meet recurring deadlines.
- Proficiency across the Microsoft Office suite, particularly Excel and Word.

Preferred

- Active CPA license or progress toward licensure.
- Experience with Corptax compliance and provision software.
- Exposure to ASC 740 income tax provision work.
- Experience applying AI or data tools to improve tax or accounting workflows.

Logistics

- Location: This hybrid role is based in our Arlington, VA corporate headquarters, with in-office presence required on an ad hoc or as-requested basis for key team meetings, collaborative sessions, or company events. Candidates should live within a reasonable commuting distance to attend when needed.

People and Culture

Graham Holdings is committed to being an exceptional place to work — one built on inclusion, fairness, and mutual respect. We hold ourselves to the highest ethical and professional standards and are dedicated to hiring and developing talented people from all backgrounds.

Benefits

We offer a comprehensive benefits package designed to support you at every stage of your career and life. Graham Holdings offers standout retirement benefits — a 401(k) plan plus a pension with company pension contributions starting at 8% and growing to 10% with tenure. Beyond that: 4 weeks of vacation to start, paid transportation, family leave, short- and long-term disability, and $5,000 in adoption assistance.

We also offer $5,250/year in tuition assistance plus tuition discounts, a choice of 3 medical plans, 2 dental plans, vision coverage, life and accident insurance, FSA/HSA accounts, a legal plan, and employee discounts.

For consideration, please send your resume and salary requirements to careers@ghco.com, with the job title in the subject line.

Graham Holdings Company is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity/assignment, disability, genetic information, marital status, national origin, pregnancy, or maternity status, protected veteran status, or any other legally protected basis, in accordance with federal, state, and local applicable law. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the process. Please contact us to request accommodation.

The wage range for this role considers various factors used in making compensation decisions, including but not limited to skill sets, experience, training, licensure, certifications, and other business and organizational needs. It is not typical for an individual to be hired at or near the top of the range for their role, and compensation decisions are dependent on the specifics of each individual situation. A good-faith reasonable estimate of the current range is $95,000 to $115,000.