

Position: Corporate Office Tax Senior, Domestic
Reports to: Tax Manager
Location: 1812 N Moore Street, Floor 21, Arlington, VA 22209

Description Diversified Company - Education, Media, Healthcare, and Manufacturing

The Corporate office of Graham Holdings Company and Subsidiaries is responsible for separate company and consolidated income tax 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.

Responsibilities:

Tax Compliance

- Prepare US Federal and state income tax returns and related estimated tax and extension request filings and payments for subsidiaries using Corptax tax return software, including:
 - Accurate and timely tax filings and tax payments.
 - State apportionment and state adjustment workpapers and analysis.
- Prepare 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 Provision

- Assist in preparing quarterly and year-end ASC 740 tax provisions for Corporate office and subsidiaries using Corptax Provision including:
 - Analyzing and reconciling tax account activity.
 - Analyzing and updating permanent and temporary differences.
 - Return-to-Provision reconciliations.
- Assist with preparation of supporting schedules for tax related disclosures included in Press Releases, Forms 10-Q and 10-K and the year-end tax footnote.

Tax Exams

- Assist with responding to Notices or Information Document Requests (IDRs) from US Federal and state tax authorities, mainly income tax related.

Tax Planning and Other Special Tax Projects

- 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
- Other tasks as assigned.

Qualifications

- Bachelor's degree in Accounting or Finance required; CPA preferred.
- Public accounting or corporate tax experience required, combination of public accounting and corporate experience preferred.
- An interest in state and local income taxes required, including a general understanding of state apportionment methodologies and sales sourcing; state and local income tax experience preferred.
- 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.
- Other outside tax software experience required, Corptax helpful.

The Company

Graham Holdings Company is a diversified, decentralized holding company whose operations include educational services, television broadcasting, manufacturing, healthcare, automotive dealerships, and several other businesses. The Company's other businesses include an online art gallery and in-person art fair business, an online commerce platform, an owner and operator of websites, restaurants, a custom framing company, a marketing solutions provider, a customer data and analytics software company, online magazines, and a daily local news podcast and newsletter company.

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 the Company.

Benefits

401(k) and pension plans with generous company contributions starting at 8% up to 10% with tenure, comprehensive PTO including 4 weeks' vacation initially, family leave, short and long-term disability, flexible schedules, paid transportation benefits, \$5,000 in adoption assistance, \$5,250/year tuition assistance plus tuition discounts, 3 medical plans, 2 dental plans, vision plans and discounts, life and accident insurance, health and dependent care spending accounts, health savings account, legal plan, employee discounts and more.

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.

For consideration, please send resume and salary requirements to careers@ghco.com