

# MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area	Office of the Vice President for Finance, Tax and Global Operations	
Job Title	Senior Tax Analyst	
Reports to	Tax Manager	<i>Title</i>

Date: August 30, 2016

Level/Grade <input type="radio"/>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours ____ 40 / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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## POSITION OVERVIEW STATEMENT

SENIOR TAX ANALYST, Office of the Vice President for Finance (VPF), Controllershship – Reporting to the Tax Manager, the SENIOR TAX ANALYST supports the VPF Tax and Global Operations team by assisting with the Institute’s tax compliance, reporting, analysis and research needs.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

The SENIOR TAX ANALYST operates under the direction and guidance of senior members of the VPF Tax and Global Operations team. Primary duties and responsibilities:

1. Prepare and review MIT’s and MIT affiliated entities’ numerous annual/periodic tax forms, returns and related filings;
2. Identify, assess and monitor whether non-mission related activities could generate unrelated business income for MIT and MIT affiliated entities;
3. Calculate MIT’s and MIT affiliated entities’ U.S. unrelated business income tax and foreign country income and withholding taxes;
4. Prepare foreign forms and submissions to claim tax treaty benefits for MIT and MIT affiliated entities;
5. Research and answer tax questions from the MIT community with a focus on customer service excellence;
6. Research, analyze, monitor and report on investment and partnership tax compliance requirements;
7. Research, analyze, monitor and report on foreign country tax rules and regulations as they apply to MIT’s research, collaborations and investment activities;
8. Review and respond to governmental tax inquiries, requests and correspondences and help with the defense of tax audits;
9. Correspond with and provide relevant tax information to third party tax compliance service providers;
10. Prepare meeting and conference call presentations, minutes, summaries, agendas, action items and next steps;
11. Draft tax research, analysis, process and documentation memoranda for the Institute’s internal files as assigned;
12. Calculate MIT’s U.S. and international income tax positions for the Institute’s financial reporting purposes;
13. Assess the potential impact of relevant tax law changes to MIT; and
14. Assist with other duties and special projects as needed or assigned.



## QUALIFICATIONS

### Minimum:

- A bachelor's degree in accounting, finance, economics or related financial or business field
- Knowledge of general taxation and U.S. GAAP accounting principles
- At least 3 years of work experience in a business (tax, accounting or finance) environment
- Minimum of 2 years of tax experience at a large public accounting firm, a large law firm, a multinational corporation or partnership with a large tax department or a not-for-profit tax department of a large MIT peer research university
- Ability to work successfully on multiple challenging projects simultaneously in a fast-paced setting with nonnegotiable deadlines
- Good analytical, problem solving and organizational skills
- Excellent written and verbal communication skills
- Discretion, tact, and good judgment for working with highly sensitive and confidential information
- Collaborative and collegial working style that can build interpersonal relationships and achieve in a consensus driven environment
- Strong Excel, Word and PowerPoint skills
- Flexibility and willingness to pitch in to get the job done on all tasks

### Preferred:

- 3 to 5 years of tax compliance experience assisting on large tax compliance projects for complex multinational organizations
- Ability to conduct tax research including IRS code, regulations, rulings and case law with minimal supervision or direction
- Knowledge of and experience with at least 3 of the following areas:
  - Tax exempt organization tax returns (Forms 990, 990-EZ, 990N, 990-T, 1023)
  - Partnership tax returns (Forms 1065, Schedule K-1)
  - Tax efficient investment structures
  - Securities and investment tax transactions
  - Real estate transaction tax
  - Executive compensation and payroll tax
  - Charitable gifts and charitable trust tax reporting
  - State nexus, income tax allocation and apportionment
  - Double income tax treaties
  - Withholding tax concepts
  - Permanent establishment concepts
  - Accounting for Uncertain Tax Positions (ASC 740 / FIN 48)
  - International Financial Reporting Standards (IFRS)
- Knowledge of financial data discovery, analysis and systems
- Understanding of the higher education budget and planning process, endowment and gift accounting and research award process a plus

MIT will conduct a background check (including checking criminal records) for the finalist.

## SUPERVISION RECEIVED

Will receive supervision from a Tax Manager

## SUPERVISION EXERCISED

Will not have supervision responsibilities



*VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.*

*MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.*

