Job Description – MIT Job # 23367

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Controllership, Tax and Global Operations</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Tax Analyst 3</td>
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<td>Reports to:</td>
<td>Director of Tax and Global</td>
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<td>Salary Grade: 8</td>
<td>Salary Range: $90,000 - $110,000</td>
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<td>Hours per week/status: 40/Exempt</td>
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About the Office of the Vice President of Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT’s comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Tax Specialist serves as a member of the VPF Tax team, which supports the Institute’s tax advisory, planning, compliance, and reporting needs. The Tax Specialist will research emerging issues and then develop, document, and initiate programs and processes in response to the specific issues. The ideal candidate operates with a moderate level of independence and demonstrates acumen, tact, discretion, a collaborative spirit, and a collegial demeanor as a technical tax adviser and project supervisor.

Principle Duties and Responsibilities

- Research and document complex domestic and international tax compliance rules and requirements
- Provide tax advice and assistance with planning the various international initiatives within MIT, including review of international agreements and analysis of local country tax rules and their impact on the Institute
- Implement strategies for domestic and international tax functions
- Identify and analyze new and proposed regulations, assess the impact on MIT, and make recommendations for appropriate reporting changes
- Support the Director of Tax and Global Operations, Tax and Global Operations teams, MIT Investment Management Company (MITIMCo), and MIT International Coordinating Committee by providing tax
analysis of rules and regulations for certain aspects of MIT’s research, collaborations, investment activities, and significant Institute initiatives

- Serve as a technical resource to the MIT community on tax issues with a focus on customer service excellence
- Coordinate with the Tax team to resolve tax discrepancies and issues escalated by others
- Develop and deliver training on tax policies and requirements for the MIT community
- Collaborate with partners in offices, departments, labs, and centers throughout MIT and understand MIT’s operations to identify tax needs and fulfill tax reporting requirements
- Develop technical tax advice, workflow, and process memoranda for the Institute’s internal files and documentation
- Help develop, train, and mentor the tax technical development of junior tax team members
- Other duties and projects as assigned

**Qualifications**

**Required**

- A bachelor's degree in accounting, finance, economics, or a related financial or business field
- Minimum of three years of experience in financial operations, including taxes, accounting, and account reconciliation
- Aptitude for conducting independent tax research, including IRS code, regulations, rulings, and case law
- Knowledge of local, state, federal, and/or international tax reporting requirements
- Ability to manage multiple challenging projects simultaneously in a fast-paced setting with strict deadlines
- Excellent analytical, project management, problem-solving, team-building, and organizational skills
- Excellent written and verbal communication skills
- Ability to use discretion, tact, and good judgment when working with highly sensitive and confidential information
- A collaborative and collegial working style that can build interpersonal relationships in a consensus-driven environment
- Excellent Excel, Word, and PowerPoint skills
- Flexibility and willingness to pitch in to get the job done on all tasks

**Preferred**

- Certified Public Account (CPA), Master of Science in Administration (MSA), Master of Science in Taxation (MST), Master of Business Administration (MBA), or Juris Doctorate (JD)
- Knowledge of and experience with a majority of tax-exempt organization tax returns (Forms 990, 990-T, 740)
- Experience with tax-efficient investment structures, including securities and investment tax transactions and real estate transaction tax
- Experience with charitable gifts and charitable trust tax reporting
- Understanding of higher education budget and planning processes, endowment and gift accounting, and research award process

**Supervision Received**

Reports to the Director of Tax and Global Operations

**Supervision Exercised**

None

**Additional Information**
MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

**Diversity, Equity, and Inclusion**

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.

**VPF is Mission Focused**

The Office of the Vice President for Finance (VPF) works to advance MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.