Job Description – MIT Job # 23499

<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 2</td>
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<td>Reports to:</td>
<td>Tax Manager</td>
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<td>Position Title:</td>
<td>Senior Tax Analyst</td>
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<td>Prepared on:</td>
<td>December 2023</td>
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<td>Salary Grade:</td>
<td>7</td>
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<tr>
<td>Salary Range:</td>
<td>$77,000 - $88,000</td>
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<tr>
<td>Hours per week/status:</td>
<td>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 Senior Tax Analyst supports the Institute’s tax compliance, reporting, analysis, and research needs. This person will work to ensure the Institute’s compliance with tax laws (federal, state, local, and international), manage the Institute's tax risks and liabilities and expand VPF’s financial capacity to better facilitate the Institute’s global activities and initiatives. The Senior Tax Analyst will also serve as a resource for the Institute with respect to tax issues. The ideal candidate will be resourceful, with a customer-service focus who thrives in a fast-paced environment and works well with minimal supervision.

Principle Duties and Responsibilities

- Prepare and review MIT’s and MIT affiliated entities’ numerous annual/periodic tax forms, returns, and related filings, including Forms 990, 990-T and state tax returns
- Collaborate with the MIT Investment Management Company (MITIMCo) to gather and analyze investment data
- Correspond with third-party tax compliance service providers to coordinate preparation and review of partnership tax returns
- Research and answer tax questions from the MIT community with a focus on customer service excellence
Assist with researching, analyzing, monitoring, and reporting on foreign country tax rules and regulations as they apply to MIT’s research, collaborations, and investment activities

Review and respond to governmental tax inquiries, requests and correspondences and support the defense of tax audits

Draft tax research, analysis, and process and documentation memoranda for the Institute’s internal files

Prepare meeting and conference call presentations, minutes, summaries, agendas, and action items

Assess the potential impact of relevant tax law changes to MIT

Provide support to the Global Operations team, as needed

Other duties and projects as assigned

Qualifications

Required

A bachelor's degree in accounting, finance, economics, or related financial or business field

At least two years of work experience in a financial operations (tax, accounting, or finance)

Knowledge of general taxation and U.S. Generally Accepted Accounting Principles (GAAP) accounting principles

Ability to work successfully on multiple challenging projects simultaneously in a fast-paced setting with nonnegotiable deadlines

Demonstrated customer service experience in an accounting, finance, economics, or related business field

Strong Excel, Word, and PowerPoint skills

Strong 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

Preferred

Minimum of two years of dedicated tax experience at a large firm or department, preferably in higher education

Experience with tax compliance assistance on projects for complex organizations

Experience conducting tax research including Internal revenue Service (IRS) code, regulations, rulings, and case law

Knowledge of tax-exempt organization tax returns, partnership tax compliance, executive compensation and payroll tax, charitable gifts and charitable trust tax reporting, international tax concepts, and tax treaty application

Understanding of flow-through investment entity structures and ability to read and interpret IRS Schedule K-1 (Form 1065) forms

Experience with preparing and/or analyzing financial statements

Experience with higher education budget and planning process, endowments and gift accounting, and research award process

Supervision Received

Reports to the Tax Manager

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.