Job Description – MIT Job # 23661

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Tax and Global Operations</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Tax Analyst 1</td>
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<td>Position Title:</td>
<td>Tax Analyst</td>
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<td>Reports to:</td>
<td>Tax Manager</td>
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<td>Prepared on:</td>
<td>January 2024</td>
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<td>Salary Grade:</td>
<td>6</td>
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<tr>
<td>Salary Range:</td>
<td>$60,000 - $73,000</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 Tax Analyst supports the Institute’s tax compliance, reporting, analysis and research needs. The Tax Analyst will primarily be responsible for assisting with data collection and analysis for tax compliance and reporting. This person interacts with a wide variety of stakeholders, including of members of the MIT community on MIT’s annual tax returns. She/he researches and resolves basic inquiries and issues regarding tax reporting and filings and helps support the team’s efforts to educate the MIT community on a variety of tax policies and procedures. The ideal candidate will be a self-starter, be customer service focused, and thrive in a high-volume and fast-paced environment.

Principle Duties and Responsibilities
- Assist with preparing MIT’s and MIT-affiliated entities’ numerous annual/periodic tax forms, returns, and related filings, including Form 990-T and multiple state returns
- Help identify and gather information on unrelated business income for MIT and MIT affiliated entities
- Assist with calculating of MIT’s and MIT affiliated entities’ U.S. unrelated business income tax
- Process tax payments and refunds and oversee logistics for paper and electronic tax filings
- Collaborate with the MIT Investment Management Company (MITIMCo) to collect and track investment data and use tax software to calculate tax liability
Provide support to the Tax team by researching tax rules and developing supporting documentation and processes
Partner with members of the Tax team to assess the impact of relevant tax law changes and implement processes in response to those changes
Research, analyze, monitor, and report on federal and state tax compliance requirements
Research and answer tax questions from the MIT community with a focus on customer service excellence
Review and respond to governmental tax inquiries, requests, and correspondences, and help with response to tax audits
Prepare meeting and conference call presentations, minutes, summaries, agendas, action items, and next steps
Draft tax research, analysis, process, and documentation memoranda for the Institute’s internal files
Prepare non-U.S. forms and submissions to claim tax treaty benefits for MIT and MIT-affiliated entities
Assist with other duties and special projects as assigned

Qualifications

Required
- A bachelor's degree in accounting, finance, economics, or a related financial or business field
- A minimum of one year of experience with federal, state, local, and/or international tax, preferably with a public accounting firm, a large law firm, a multinational corporation, a not-for-profit tax department, or higher education
- Knowledge of U.S. tax reporting and general taxation principles
- Demonstrated customer service experience in an accounting, finance, economics, or related business field
- Strong Excel, Word, and PowerPoint skills
- Ability to work successfully on multiple challenging projects simultaneously in a fast-paced setting with non-negotiable deadlines
- Good analytical, problem-solving, 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

Preferred
- Experience assisting on large tax compliance projects for complex multi-national organizations
- Knowledge of and experience with unrelated business income and reporting on the Form 990-T and related forms (8886, 5471, 926, 8885, 8621, 8858, 5713)
- Understanding of flow-through investment entity structures and ability to read and interpret IRS Form K-1
- Ability to conduct tax research including Internal Revenue Service (IRS) code, regulations, rulings, and case law

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.