

## Job Description – MIT Job #24257

<b>Functional Area:</b>	Office of the Vice President for Finance, Tax and Global Operations		
<b>Job Title:</b>	Tax Analyst 2	<b>Position Title:</b>	Senior Tax Analyst
<b>Reports to:</b>	Tax Manager	<b>Prepared on:</b>	July 2024
<b>Salary Grade: 7</b>	<b>Salary Range:</b> \$77,000 - \$88,000	<b>Hours per week/status:</b> 40/Exempt	

### About the Office of the Vice President for 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 and have a customer-service focus. They must also thrive in a fast-paced environment and work well with minimal supervision.

### Principle Duties and Responsibilities

- Prepares and reviews MIT’s and MIT affiliated entities’ annual/periodic tax forms, returns, and related filings, including Forms 990, 990-T and state tax returns.
- Collaborates with the MIT Investment Management Company (MITIMCo) to gather and analyze investment data.
- Corresponds with third-party tax compliance service providers to coordinate preparation and review of partnership tax returns.
- Researches and answers tax questions from the MIT community with a focus on delivering excellent customer service.

- Assists with researching, analyzing, monitoring, and reporting on foreign country tax rules and regulations as they apply to MIT's research, collaborations, and investment activities.
- Reviews and responds to governmental tax inquiries, requests and correspondences and supports the defense of tax audits.
- Drafts tax research, analysis, and process and documentation memoranda for the Institute's internal files.
- Prepares meeting and conference call presentations, minutes, summaries, agendas, and action items.
- Assesses the potential impact of relevant tax law changes to MIT.
- Provides 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 (2) years of work experience in financial operations (tax, accounting, or finance)
- Knowledge of general taxation and U.S. Generally Accepted Accounting Principles (GAAP)
- Ability to work successfully on multiple challenging projects simultaneously in a fast-paced setting with non-negotiable 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 with an ability to build interpersonal relationships and achieve in a consensus-driven environment

#### **Preferred**

- Minimum of two (2) 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.