

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance, Controllership, Tax		
Job Title:	Tax Analyst 2	Position Title:	Senior Tax Analyst
Reports to:	Tax Manager	Prepared On:	June 2021 MIT Job # 19690
Pay Grade: 7	Duration (if applicable):	Hours per week/status: 40/Exempt	

GENERAL OVERVIEW

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, this 165-person 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

POSITION OVERVIEW STATEMENT

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.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- 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, process and documentation memoranda for the Institute's internal files
- Coordinate tax filing information sessions for students
- 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
- Assist with other duties and special 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 business (tax, accounting or finance) environment
- Knowledge of general taxation and U.S. GAAP accounting principles
- Minimum of two years of dedicated tax experience at a large firm or department, preferably in higher education
- 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:

- Experience with tax compliance assistance on projects for complex organizations
- Experience conducting tax research including IRS code, regulations, rulings, and case law
- Knowledge 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

Receives supervision from the Tax Manager

SUPERVISION EXERCISED

Will not have supervision responsibilities.

A background check (including checking criminal records) will be required for the final candidate.

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

This position has a 6-month probationary period for new employees to the Institute.

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.

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.