OFFICE OF THE VICE PRESIDENT FOR FINANCE
Job Description Form

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<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Controllership, Tax and Global Operations</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>HR-OC053 – Senior Staff Accountant</td>
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<tr>
<td>Position Title:</td>
<td>Senior Tax Analyst, Investment Accounting</td>
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<td>Reports to:</td>
<td>Tax Manager</td>
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<td>Prepared On:</td>
<td>September 2018</td>
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<td>Level:</td>
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<td>Duration (if applicable):</td>
<td>Hours per week/status: 40/Exempt</td>
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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. She/He will focus on investment accounting. 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 both tax issues and inquiries and global financial operations. The ideal candidate will be resourceful, thrive in a fast-paced environment, and work 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 Form 990 and Form 990-T
- Research, analyze, monitor, and report on investment and partnership tax compliance requirements
- Collaborate with the MIT Investment Management Company (MITIMCo) to gather and analyze investment data
- Correspond with third-party tax compliance service providers to coordinate the preparation and review of tax returns
- Research, analyze, monitor, and report 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
- Prepare meeting and conference call presentations, minutes, summaries, agendas, action items, and next steps
- Research and answer tax questions from the MIT community with a focus on customer service excellence
- Calculate MIT’s and MIT affiliated entities’ U.S. unrelated business income tax and foreign country income and withholding taxes
- Identify, assess, and monitor whether non-mission related activities could generate unrelated business income for MIT and MIT affiliated entities
• Prepare forms and submissions to claim U.S. tax exemption and foreign tax treaty benefits for MIT and MIT affiliated entities
• 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
• Knowledge of general taxation and U.S. GAAP accounting principles
• At least 3 years of work experience in a business (tax, accounting or finance) environment
• Minimum of 2 years’ 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
• Good 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
• Strong Excel, Word, and PowerPoint skills

Preferred:
• Experience with tax compliance assisting on projects for complex organizations
• Experience conducting tax research including IRS code, regulations, rulings, and case law
• Knowledge of the following areas: Tax-exempt org tax returns, executive compensation and payroll tax, charitable gifts and charitable trust tax reporting, international tax concepts, and tax treaty application
• Experience with preparing and/or analyzing financial statements
• Experience with higher education budget and planning process, endowment, and gift accounting and research award process

SUPERVISION RECEIVED
Receives supervision from the Tax Manager

SUPERVISION EXERCISED
None

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.

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.