MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Functional Area:	Office of the Vice President for Finance, Controller, Tax		
Job Title:	Tax Analyst 1	**Position Title:**	Tax Analyst
Reports To:	Tax Manager	**Prepared On:**	September 2020 **MIT Job # 18962**
Salary Grade: 6	**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 Tax Analyst supports the Institute's tax compliance, reporting, analysis, and research needs. The Tax Analyst will be responsible primarily for data collection and analysis for tax compliance and reporting. This person interacts with multiple stakeholders, including 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 supports the team's efforts to educate the MIT community on relevant tax policies and procedures. The ideal candidate will be a self-starter, with a customer-service focus and who thrives in a high-volume and fast-paced environment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assist with preparation of MIT's and MIT affiliated entities' numerous annual/periodic tax forms, returns, and related filings, including Internal Revenue Service (IRS) Form 990-T and state tax returns
- Help identify, gather information on unrelated business income for MIT and its affiliated entities
- Assist with calculating MIT's and MIT's 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 analyze in tax software
- Provide support to the Tax team by researching tax rules and developing supporting documentation and processes
- Partner with other members of 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 correspondence and help prepare defense of tax audits
- Prepare meeting and conference call presentations, minutes, summaries, agendas, and action items
- Draft tax research, analysis, process, and documentation memoranda for the Institute's internal files
- Prepare foreign tax forms and submissions to claim tax treaty benefits for MIT's affiliated entities
- Assist with other duties and special projects as needed

QUALIFICATIONS

Minimum:
- A bachelor's degree in accounting, finance, economics, or related finance or business field
- At least 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 in higher education
- Knowledge of 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 strict deadlines
- Strong 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 and get results in a consensus-driven environment

Preferred:
- Experience with large tax compliance projects for complex multinational organizations
- Knowledge of and experience with unrelated business income and reporting on the IRS 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 Schedule K-1 (Form 1065) forms
- Ability to conduct tax research including IRS code, regulations, rulings, and case law

SUPERVISION RECEIVED

Will receive supervision from a 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 six-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.