

Functional Area:	Office of the Vice President for Finance, Controller, Tax		
Job Title:	Mgmt 3, Tax	Position Title:	Tax Manager
Reports to:	Assistant Director, Tax	Prepared On:	September 2020 MIT Job # 18963
Salary Grade: 11	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:

The Tax Manager leads a sector of the VPF Tax team, managing the Institute's tax advisory, planning, compliance, and reporting needs. The Tax Manager will collaborate closely with functional teams and training resources within VPF to identify opportunities to continuously improve systems and educate the MIT community on tax matters. She/he operates with a high level of independence and is expected to demonstrate a significant level of acumen, tact, and discretion. The Tax Manager performs as a team leader, an experienced technical adviser, and a strong project supervisor.

She/he must be highly collaborative and organized, possess a strong customer-service ethic, have an engaged and positive leadership style, and be amenable to working in a complex organization with distributed governance.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Directly manage a team by establishing and distributing deliverables, addressing professional development and growth of direct reports, rigorously supervising and tracking performance, supporting and assisting the team to complete its responsibilities, and working with leadership to address staffing needs
- Oversee MIT and its affiliated entities' tax compliance with federal, state, local, and international laws
- Oversee investment income calculations and respond to tax questions related to investment strategies
- Manage the Institute's overall income tax position, including U.S. unrelated business income tax and foreign income tax
- Serve as a technical resource to the MIT community on all tax issues with a focus on customer service excellence
- Support the MIT Investment Management Company (MITIMCo) by researching and advising on the tax implications of investment transactions, identify investment tax risks and planning opportunities, mitigate investment tax exposure, and determine post-transaction tax compliance requirements

- Manage new MIT-affiliated entities with the application process for recognition of exemption from federal income taxation under section 501(a) of the Internal Revenue Service (IRS) Code
- Proactively collaborate with Institute partners in offices, committees, schools, departments, labs, and centers—and gain a thorough understanding of MIT’s operations—in order to identify tax needs and provide effective tax guidance
- Prepare a tax analysis of local country rules and regulations for all aspects of MIT’s research, collaborations, investment activities, and significant Institute initiatives in foreign countries where MIT has a presence or is considering establishing a presence
- Make articulate and concise presentations on the Institute’s tax issues and risks to a diverse group of senior leaders at MIT
- Prepare responses to governmental (federal, state, or international) tax inquiries, requests, or correspondences
- Prepare defense for tax audits
- Draft tax technical advice, opinions, and other memoranda as needed
- Manage assessment of MIT’s U.S. and international income tax positions for the Institute’s financial reporting purposes
- Monitor, review, and assess relevant tax law changes and their potential impact on MIT
- Work directly with the Institute’s outside tax service providers
- Manage related duties and special projects as needed

QUALIFICATIONS:

Required:

- A bachelor's degree in accounting, finance, economics, or related field
- Thorough knowledge of taxation, financial analysis, and U.S. Generally Accepted Accounting Principles (GAAP)
- At least six years of direct tax experience (federal, state, local, and/or international) at a large public accounting firm, a large law firm, a multinational corporation or partnership with a significant tax department or a not-for-profit tax department of a large research university
- Demonstrated experience leading staff to accomplish collective goals while working across teams to complete tasks and projects
- Demonstrated customer service experience that includes interpreting complicated tax or finance concepts for colleagues who have varying degrees of understanding of such concepts
- Exceptional Excel, Word, and PowerPoint skills
- Ability to lead multiple challenging projects simultaneously in a fast-paced setting with strict deadlines
- Strategic problem-solving and risk assessment orientation
- Exceptional analytic organizational skills
- Excellent consultative, 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
- Flexibility and willingness to pitch in with the team to get the job done on all tasks

Preferred:

- Certified Public Accountant (CPA) or advanced degree in accounting, taxation and/or law
- Prior management experience, preferably focused on advisory, planning, and compliance projects
- Familiarity with tax rules affecting nonprofit organizations, endowments, investments, and international tax
- Experience calculating and/or reporting tax on investment income

- Experience with IRS, state, and foreign government audits
- Experience with financial and accounting systems, particularly within higher education
- Knowledge of and experience with state and global mobility issues

SUPERVISION RECEIVED

Will receive supervision from the Assistant Director of Tax

SUPERVISION EXERCISED

Will provide supervision and mentoring to Senior Tax Analysts and/or Tax Analysts

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.