OFFICE OF THE VICE PRESIDENT FOR FINANCE
Job Description

<table>
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<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>Tax Analyst 3</td>
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<td>Position Title:</td>
<td>Tax Specialist</td>
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<td>Reports to:</td>
<td>Senior Tax Manager</td>
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<td>Prepared On:</td>
<td>August 2019</td>
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<td>Grade: 8</td>
<td>Duration (if applicable):</td>
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<td>Hours per week/status:</td>
<td>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 Tax Specialist serves as a member of the VPF Tax and Global Operations (TGO) team which is charged with supporting the Institute’s tax advisory, planning, compliance, and reporting needs. The tax analyst will research emerging issues and then develop, document, and initiate programs and processes in response to the specific issues. She/he operates with a moderate level of independence and is expected to demonstrate acumen, tact, and discretion while performing collaboratively and collegially as an experienced technical tax adviser and project supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Provide support to the Senior Tax Manager by researching tax information and developing supporting documentation and processes
- Assist the Tax and Global Operations team to support the MIT Investment Management Company (MITIMCo) and the MIT International Coordinating Committee on tax-related matters
- Serve as a technical resource to the MIT community on tax issues with a focus on customer service excellence
- Assist with TGO’s oversight of MIT and its affiliated entities’ tax compliance with federal, state, local, and international laws
- Help manage the Institute’s overall income tax position, including U.S. unrelated business income tax and foreign income tax
- Provide experienced support to TGO on tax analysis of foreign country rules and regulations for certain aspects of MIT’s research, collaborations, investment activities, and significant Institute initiatives
- Help develop the necessary Institute administrative practices, policies, procedures, structural changes, and systems that MIT may need as the Institute expands its footprint internationally
- Collaborate with partners in offices, departments, labs, and centers throughout MIT and understand MIT’s operations in order to identify tax needs and fulfill tax reporting requirements
- Make presentations on the Institute’s tax issues and risks to VPF leadership
- Support the TGO team to develop responses to governmental tax inquiries, requests, and correspondence
• Assist with TGO responses to tax audits
• Draft technical tax advice, workflow, and process memoranda for the Institute’s internal files and documentation as needed
• Help monitor MIT’s U.S. and international income tax positions for financial reporting purposes
• Monitor, review, and assess relevant tax law changes and their potential impact on MIT
• Manage VPF’s correspondences with outside tax service providers
• Help develop, train, and mentor the tax technical development of junior tax team members
• Other duties and projects as assigned

QUALIFICATIONS
Required:
• A bachelor’s degree in accounting, finance, economics or related financial or business field
• At least three years of work experience in a business (tax, accounting, or finance) environment
• Knowledge of local, state, federal and/or international tax reporting requirements
• Aptitude for conducting independent tax research including IRS code, regulations, rulings, and case law
• Ability to manage multiple challenging projects simultaneously in a fast-paced setting with strict deadlines
• Excellent analytical, project management, problem-solving, team-building, and organizational skills
• Excellent written and verbal communication skills
• Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
• A collaborative and collegial working style that can build interpersonal relationships in a consensus-driven environment
• Excellent Excel, Word, and PowerPoint skills
• Flexibility and willingness to pitch in to get the job done on all tasks

Preferred:
• Certified Public Account (CPA), Master of Science in Administration (MSA), Master of Science in Taxation (MST), Master of Business Administration (MBA), or Juris Doctorate (JD)
• Knowledge of and experience with a majority of tax-exempt organization tax returns (Forms 990, 990-EZ, 990-N, 990-T, 1023)
• Experience with tax-efficient investment structures including securities and investment tax transactions and real estate transaction tax
• Experience with charitable gifts and charitable trust tax reporting
• Understanding of higher education budget and planning processes, endowment and gift accounting, and research award process

SUPERVISION RECEIVED

Receives supervision from the Senior 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.
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.