



## Senior Tax Analyst

### **Position Overview:**

MIT Investment Management Company (MITIMCo) is a department within MIT that currently manages over \$30 billion in financial assets for the Institute's endowment, retirement plan, and other capital pools. Our mission is to deliver outstanding long-term investment returns for MIT and our work directly furthers the transformative research and educational efforts of this world class institution.

MITIMCo is seeking a Senior Tax Analyst within its Operations team. The role and tax team are a new function within MITIMCo and will require an individual to be comfortable working with ambiguity as the team builds out new processes to comply with new regulatory standards. The Senior Tax Analyst will partner with the Associate Director of Finance to establish best practices and processes to meet the demands of this dynamic area. This role will provide critical support to the Associate Director of Finance in ensuring tax compliance for MIT's investment entities, providing real time information of projected tax liabilities related to MIT's investments, working with MIT's Vice President for Finance (VPF) office by providing information needed to support tax compliance for MIT and its retirement and welfare benefit plans, managing MIT's regulatory risk and filings for various domestic and international jurisdictions, ensuring accurate financial reporting of investments in MIT's annual Treasurer's report and its ERISA Plans, facilitating the issuance of financial statements for MIT's special purpose investing entities, and contributing to MIT's mission of advancing education and research through strong financial stewardship. To execute this work, the role will work closely with MITIMCo's Investment Accounting & Operations (IAO) and Portfolio Reporting Solutions (PRS) teams.



To effectively serve in this role, the ideal candidate will be familiar with fair value financial reporting principles and requirements as well as the tax implications of a variety of investments including public equities, options, derivatives, private equity, etc. The ideal candidate must have experience relevant to the preparation and review of various tax returns including 1065s, 8804s, 1042s, and the tax treatment for various foreign investment corporations, including PFICs and Controlled Foreign Corporations. The candidate will have experience working with external tax preparers and consultants and must have strong communication skills.

### **Principle Duties & Responsibilities\*:**

- Partner with the Associate Director of Finance and central MIT's tax team to provide timely, accurate, and complete information for preparation of tax returns.
- Conduct in-depth research and work with the Associate Director of Finance to recommend options to facilitate tax structuring decisions.
- Assist in the review of tax returns prepared by outside consultants to ensure accuracy related to investment activities.
- Partner with the Associate Director of Finance to build out a tax and regulatory compliance calendar and tax return control tools to ensure comprehensive and timely filings.
- Lead review of data compiled for MITIMCO's tax transparency tools.
- Support ongoing monitoring, projection and analysis of investment income excise taxes and taxes related to UBTI.
- Facilitate required regulatory and rating agency reporting regarding US and non-US investments, as appropriate.
- Work with the Associate Director of Finance to ensure timely completion of audits for MIT investments and MITIMCo managed investment affiliates (currently 12 entities).

### **Supervision Received:**

- Will report to the Associate Director, Finance.

- Ability to work independently as well as part of a team is required.

**Qualifications & Skills\*\*:**

- Bachelor's degree in accounting, finance, or related field required; CPA strongly preferred.
- 5 to 7 years' experience required in the preparation of tax returns for private investment funds both liquid and illiquid strategies.
- Knowledge of tax regulations and conventions as they apply to private fund structures.
- Financial accounting experience and knowledge of GAAP accounting requirements related to investment funds while not required is a plus
- Experience doing tax research projects or with tax structuring decisions
- Ability to read and understand investment fund constituent documents as they relate to tax and allocation provisions
- Advanced problem-solving and creative critical thinking skills.
- Ability to organize and manage multiple projects and prioritize competing needs.
- Excellent interpersonal, organizational, and communication skills.
- Strong Microsoft Office skills.
- Ability to work from our Cambridge, MA, offices at least two days per week and/or as required by company policy.

*\*Please note that MIT does not provide visa sponsorship for technical, administrative, or library full-time or part-time regular positions. Additionally, MIT does not provide visa sponsorship to recent graduates and practicing professionals for internship training, practical experience, or other non-teaching, non-research affiliations.*

*\*\*Employment is contingent upon the completion of a satisfactory background check.*