

MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area:	Office of the Vice President for Finance, Controller – Financial Accounting and Reporting		
Job Title:	Accounting Officer (HR-PF019)	Position Title:	Assistant Manager of Accounts Receivable and Cashier Services
Reports to:	Senior Manager, Financial Accounting and Reporting	Prepared On:	August 3, 2017
Level/Grade: P	Duration (if applicable): N/A	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 140-person office is working to create a seamless administrative experience for MIT colleagues—through technology and process improvements—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 Assistant Manager of Accounts Receivable (AR) and Cashier Services is responsible for management and control of daily operations in accordance with generally accepted accounting principles. He or she will oversee all operational functions related to AR and Cashier Services functions, including billing, cash settlement and application, account reconciliation, customer disputes and resolution, analysis of receivable balances, processes and controls, month-end close, and audit support. The Assistant Manager is responsible for supervision, training, and development of AR and Cashier Services staff. He or she will oversee development and implementation of enhancements to meet the needs of the Institute. The ideal candidate is hands-on, self-starting, disciplined, and detail-oriented, with the ability to work collaboratively in a high-volume environment producing work that is accurate and timely.

Principal Duties and Responsibilities (Essential Functions):

- Drive the monthly AR close process, including reconciliation of the AR sub-ledger to the General Ledger
- Help prepare and be the lead reviewer of quarterly close schedules related to receivables
- Oversee all activities in operations of Cashier Services, including bank deposits, reconciliation, and incoming wire transfers, ACH/EFT payments, and run daily reports for the Office of Treasury and Planning
- Approve daily journal vouchers (JV) to apply cash receipts to various departments, labs, and centers (DLCs)
- Scan the daily check deposits and balance the activity, with a daily volume of around \$1.5M
- Set up and monitor departmental petty cash related to human subjects testing; approve Requests for Payment for petty cash to Accounts Payable, and serve as backup to Accounts Payable for related approvals
- Manage four staff accountants. Lead the coaching, training, and ongoing performance management of those employees
- Balance General Ledger and cash to meet daily processing requirements
- Audit delinquent accounts and assign "bad debt" status only after maximum efforts have been taken to work through outstanding issues
- Manage the invoicing process for general AR and work closely with the community to assist with their needs in this area



- Proactively research and identify solutions to prevent future issues. Identify opportunities for other process improvements and enhancements to increase the overall efficiency of the department and the Institute in general
- Produce monthly reporting of AR and Cashier Services metrics using reporting tools and Excel
- Lead trainings at the DLCs on VPF processes and policies
- Provide financial analysis as needed to DLC and groups internal to VPF
- Establish work standards, develop objectives, and design/maintain effective work flows and operating procedures
- Work with a wide variety of individuals across the Institute and bank personnel
- Responsible for ongoing quality assurance and testing on business systems supporting AR and Cashier Services
- Other duties as necessary

Supervision Received:

Receive supervision from the Senior Manager of Financial Accounting and Reporting

Supervision Exercised:

Staff Accountants (4 people)

Qualifications & Skills:

Required

- Bachelor's degree in Finance, Accounting or Business Administration
- 4 years of prior experience accounting, in receivables, or a similar position
- Minimum of 2 years' experience delivering exemplary customer service
- Demonstrated experience exercising consistent discretion and judgement related to handling confidential information
- Finely tuned ability to work with various constituents across the Institute and with external clients
- Well-developed analytic and problem solving skills
- Highly developed communication and interpersonal skills
- Highly organized with the ability to manage multiple priorities and deliver assignments on time
- High degree of integrity including ability to successfully deal with sensitive or confidential information
- Ability to exhibit poise, composure, and confidence when confronting stressful or high-pressure situations
- Demonstrated knowledge and understanding of proper accounting treatment for accounts receivable transactions and activities
- Good working knowledge and demonstrated use of Microsoft Excel

Preferred

- Managerial/supervisory experience
- Experience in the banking industry
- Previous MIT experience
- Experience leading trainings or delivering presentation

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.

