

MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area	Office of the Vice President for Finance (VPF), Controllership		
Job Title	Assistant Controller		
Reports to	Danielle Khoury	Title	Controller

Date: February 26, 2017

Level/Grade	Choose an item.	Type of position:	Hours ____ 40 / week
HR-RJ015		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

POSITION OVERVIEW STATEMENT

Office of the Vice President for Finance (VPF), Controllership, seeks an Assistant Controller to provide leadership, management, and oversight for the team that is responsible for a variety of accounting and reporting functions. These functions include but are not limited to, operational accounting functions, conformity with generally accepted accounting principles (GAAP), compliance requirements, internal and external financial reporting functions, oversight of audits, and close collaboration with many financial and administrative units across the Institute.

Principal Duties and Responsibilities

- Co-leads a team of 30+ staff covering a wide variety of accounting and financial reporting areas including sponsored accounting, general accounts receivable, cashier services, G/L operations, financial accounting and reporting, benefits accounting, international accounting, and endowment accounting
- Co-leads the quarterly GAAP close and provides a detailed financial reporting package for senior management and year-end close and audit of the Institute's financial statements, and prepares materials for MIT's Risk and Audit Committee
- Oversees Institute-level internal and external financial reporting and compliance with accounting standards and government regulations and guidelines
- Leads the development of internal control procedures and practices, and process improvements for all accounting and financial reporting functions; develops new accounting and reporting policies and procedures
- Oversees Institute audits, which may include the annual financial statement audit, annual audit of federal expenditures, benefit plan audits, subsidiary audits, and internal audits
- Works closely and collaborates with the Controller and the Controller's senior staff to provide leadership to a high functioning team



- Collaborates with many business units within VPF, including Financial Operations and Budget & Financial Analysis regarding financial functions, financial analysis, systems and data, controls, accounting and reporting
- Collaborates and works closely with other central administrative units (including IS&T, Office of Sponsored Programs, Office of Treasury and Planning, the MIT Investment Management Company (MITIMCo), Office of the Recording Secretary, and MIT Facilities), regarding financial accounting and reporting, financial systems and data—including new systems implementations and upgrades—and financial analysis
- Collaborates and works closely with MIT’s departments, labs, and centers (DLCs) to meet their varied and unique accounting and reporting needs; provides thought leadership for and assists with the rollout of new tools and processes in this area
- Identifies areas of risk to the Institute and assists with solutions to ensure compliance with audit and regulatory requirements; monitors regulatory changes and advises on related impact to the Institute
- Develops unit strategies and presents operational improvement plans to the Controller
- Responsible for training and development of staff and evaluation of staff growth using effective management skills, and is responsible for certain financial and accounting trainings for the greater MIT community
- Other duties as assigned

REQUIREMENTS: Bachelor’s degree in Accounting or Business and 8+ years of accounting experience required. Non-profit or higher education experience preferred. Must have: relevant up-to-date knowledge of generally accepted accounting principles (GAAP), demonstrated collaborative problem-solving and management skills, excellent interpersonal, analytical, and accounting skills, strong communication skills with ability to interact with individuals at various levels of the organization, pay close attention to details, and demonstrated skills as a team builder. Master’s degree with a concentration in finance or accounting, CPA or equivalent, and experience using SAP are a plus.

Supervision Received

Will receive supervision from the Controller.

Supervision Exercised

Will provide supervision to Managers and Assistant Managers/Accounting Officers and their teams.

MIT will conduct a background check (including checking criminal records) for the finalist

About the Office of the Vice President for Finance:

VPF is forward-thinking and future-oriented. Through technology and process improvements, this 140-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.

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.

