## OFFICE OF THE VICE PRESIDENT FOR FINANCE

### Job Description Form

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance: Controllership</th>
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</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Senior Accounting Manager (HR-QG088)</td>
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<tr>
<td><strong>Position Title:</strong></td>
<td>Global Financial &amp; Accounting Operations Manager</td>
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<td><strong>Reports to:</strong></td>
<td>Assistant Controller</td>
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<tr>
<td><strong>Prepared On:</strong></td>
<td>March 21, 2018</td>
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<tr>
<td><strong>Level/Grade:</strong></td>
<td>Q</td>
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<tr>
<td><strong>Duration (if applicable):</strong></td>
<td>Open ended</td>
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<tr>
<td><strong>Hours per week/status:</strong></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 150-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:

Reporting to the Assistant Controller, the Global Financial & Operations Manager leads VPF’s global operational support platform and process; provides both international and domestic business, financial, and operational expertise, analysis, and support to VPF and Institute leadership; identifies, prioritizes, and leads projects to improve financial and operational systems and processes, and; ensures that the Institute and its affiliates meet overseas compliance and reporting requirements. He/She will operate with a high level of independence and demonstrate collegiality and collaboration, functioning as technical global financial operations leader and adviser to senior management. He/She will supervise the Accounting Officer for Global Operations.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Manage business, financial, and operational reporting and compliance requirements of MIT’s foreign branches, subsidiaries, and operations
- Actively and independently identify, research, analyze, implement, and maintain projects to further VPF’s financial capacity with respect to supporting the Institute’s global activities
- Analyze local business, financial, and operational rules for countries where MIT has a presence or is considering establishing a presence to determine potential impact and develop related compliance mechanisms, as needed
- Make recommendations about administrative resources, process changes, or system modifications that MIT may need with respect to use of an international holding company and work to implement those recommendations
- Review agreements in support of MIT’s education and research contract negotiation process to identify and articulate potential financial and operational issues and mitigate associated risks to MIT
- Partner with members of VPF’s tax and payroll teams, the Office of Major Agreements, the Office of Sponsored Accounting, Resource Development, Human Resources, and the Office of the General Counsel on international and domestic proposals and transactions
• Document financial and operational processes, policies, procedures, recommendations, guidance, and other memoranda as necessary for the Institute’s internal files, external auditors, or other parties
• Provide excellent customer service while serving as an experienced, knowledgeable and technical resource for financial operations to the community
• Manage Accounting Officer: oversee work, provide guidance on professional development, and conduct performance and salary reviews
• Travel to conferences and sites of Institute activity to represent the VPF Tax and Global Operations team and MIT, as needed
• Assist with other related duties and special projects in the international and domestic financial operations area as assigned

QUALIFICATIONS:

Required:
• Bachelor’s degree in business, accounting, finance, economics, or related international field
• Thorough knowledge of financial analysis and budgeting, accounting principles, and global operations
• At least six years of financial management and operations experience
• At least four years of direct international financial management and operations experience at either a large global business organization, global consulting firm, large international law firm, or a large not-for-profit organization with a global presence
• Ability to manage multiple challenging projects simultaneously in a fast-paced setting with nonnegotiable deadlines
• Exceptional analytic, project management, problem solving, and organizational skills
• Strong consultative, written and verbal communication, team building, and leadership skills
• Discretion, tact, and good judgment working with highly sensitive and confidential information
• Collaborative working style that can build interpersonal relationships and achieve consensus
• Excellent Excel, Word, and PowerPoint skills
• Ability and willingness to travel domestically and internationally (5-10 percent of time)
• Flexibility and willingness to pitch in with the team to get the job done on all tasks, and to modify approach as required by the situation

Preferred:
• CPA, JD, or Master’s degree in an international financial related field
• Demonstrated experience with establishing and maintaining global operations for nonprofit organizations, especially colleges and universities
• Familiarity with sponsored research accounting, gift and other income accounting, preferably in an academic setting
• Familiarity with global tax concepts such as income taxation treaties, transfer pricing, withholding tax, and tax implications of global mobility programs and permanent establishments
• Knowledge of international mobility issues, such as travel expense policies and guidelines, tax and legal residency standards, secondment agreements, individual income tax liability and compliance, equalization, and relocation matters
• Experience with foreign and functional currency issues, setting up foreign bank accounts, intercompany agreements, selecting local business support providers, and subsidiary back-end operations
• Familiarity with MIT financial, administrative, and operational policies and procedures
• Prior MIT experience in finance or accounting
• Prior management experience, preferably in financial operations
• Experience with SAP or similar enterprise resource planning systems
SUPERVISION RECEIVED:
Reports to Assistant Controller

SUPERVISION EXERCISED:
Will supervise Accounting Officer

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.