

# OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



<b>Functional Area:</b>	Financial Accounting and Reporting		
<b>Job Title:</b>	Manager, Finance (HR-QG290)	<b>Position Title:</b>	Manager of GL Operations and Financial Reporting
<b>Reports to:</b>	Senior Manager of Financial Accounting and Reporting	<b>Prepared On:</b>	July 25, 2017
<b>Level/Grade:</b> Q	<b>Duration (if applicable):</b> Open ended	<b>Hours per week/status:</b> 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:

The Financial Accounting and Reporting unit within the Controller's group seeks a manager primarily responsible for financial reporting and general ledger operations, including oversight of quarterly and year-end closes, the Institute's financial statements and compliance audits, master data management and quality control, oversight of month-end close process for the general ledger, and delivery of internal management financial reporting.

The candidate will need to have a strong understanding of the overall business organization and general ledger operations experience, as well as supervisory experience.

## PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Oversee monthly close and all general ledger operations, including master data creation and maintenance
- Manage the quarterly GAAP close and detailed financial reporting package for senior management, including review of the supporting financial schedules prepared by staff
- Manage the preparation and audit of the Institute's financial statements and Report of the Treasurer, as well as the A-133 Report of Federal Expenditures
- Solve complex accounting requests and manage requests for financial information, from both internal departments and external parties
- Assist the greater MIT community with questions regarding accounting, management of general ledger accounts, financial review and controls, and financial reporting

- Work with the Tax team in preparation of the financial information for the Institute's Form 990
- Work closely with IS&T on enhancements and upgrades to our SAP system, including the yearly support pack upgrades
- Participate in the development and delivery of training classes to financial staff internally and across the MIT community
- Make recommendations for and lead improvements of GL operations, accounting, and reporting processes
- Participate in and sometimes lead special projects
- Assist in any other ad hoc duties as required

#### **QUALIFICATIONS:**

##### Required

- Bachelor's degree in accounting
- Relevant up-to-date knowledge of (GAAP) generally accepted accounting principles
- Minimum of 5 years' experience in accounting and financial operations
- Proficiency in Excel and Word
- Demonstrated management skills
- Excellent interpersonal, analytical, problem-solving and accounting skills
- Strong attention to detail
- Strong communication skills with ability to interact with individuals at various levels of the organization

##### Preferred

- CPA is preferred
- Experience with SAP or other enterprise systems and reporting software is preferred
- MIT experience is strongly preferred

#### **SUPERVISION RECEIVED:**

Reports to Senior Manager of FAR

#### **SUPERVISION EXERCISED:**

Will provide supervision to five staff members at various levels

**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.*