

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance, Controllership, Accounts Receivable		
Job Title:	HR-OC053 – Senior Staff Accountant	Position Title:	Senior Staff Accountant, Accounts Receivable
Reports to:	Assistant Manager of Accounts Receivable	Prepared:	February 2018
Level: O	Duration (if applicable):	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 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 STATEMENT

The Senior Staff Accountant will serve as an outward facing representative to the Institute's departments, labs and centers (DLCs) on a variety of Accounts Receivable (AR) matters. He/She will be responsible for performing detailed accounting and reporting for assigned areas related to generating and billing invoices. This role serves as an active resource to MIT community members. The Senior Staff Accountant helps to streamline and modernize business processes. The ideal candidate will be comfortable working under minimal supervision with strict deadlines and have the ability to prioritize his/her own work.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Prepare complex schedules to support internal and external financial reporting, including those related to the quarterly close process.
- Process billing and generate invoices for assigned departments, labs and centers
- Resolve AR-related inquiries from the community by serving as a key contact and guiding users through VPF's invoicing process to external customers
- Retrieve daily credit card reports and post payments to AR accounts on a continuing basis
- Coordinate employee payroll deductions and post to receivable accounts at the close of each month
- Is responsible for the monthly AR close process including reconciliation of the AR sub-ledger to the General Ledger
- Prepare monthly reconciliations of assigned high-volume accounts
- Prepare complex schedules to support internal and external financial reporting, including those related to the quarterly close process
- Close the Student Note Receivables on a quarterly basis
- Coordinate and provides input to MIT Information Systems and Technology (IS&T) on projects affecting the Institute's accounting and financial systems
- Participate in testing new SAP reports and functionalities, including support pack testing
- Make requests for payments and send checks out for refunds due to customers

- Is responsible for collecting and monitoring aging accounts
- Provide back-up for accounting staff overseeing Benefits Accounts
- Other duties as required

QUALIFICATIONS

Required:

- Bachelor's degree in Finance or related field
- Minimum of three years' experience in accounting or finance operations
- Minimum of one years' experience providing customer service
- Demonstrated ability to complete assigned tasks independently as well constructively contribute to team efforts
- Strong attention to detail and ability to adhere to strict deadlines is essential
- Must be highly proficient in the use of Microsoft Excel and Word
- Ability to deal with confidential information and/or issues using discretion and judgment
- Receptivity to learning new business methods and computational skills required, as well as a demonstrated record of assuming greater responsibilities over time
- Ability to operate effectively in a fast-paced constantly changing environment
- Excellent verbal and written communication skills
- Requires the flexibility and ability to work occasional evenings and weekends when necessary

Preferred:

- Advanced degree preferred
- Familiarity with SAP
- Financial administration experience in a university, hospital, or nonprofit organization

SUPERVISION RECEIVED

Receives supervision from Assistant Manager of Accounts Receivable

SUPERVISION EXERCISED

None

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.