OFFICE OF THE VICE PRESIDENT FOR FINANCE
Job Description Form

Functional Area: Office of the Vice President for Finance, Controllership, Accounts Receivable

| Job Title: HR-NA001 – Staff Accountant | Position Title: Staff Accountant, Accounts Receivable |
| Reports to: Assistant Manager of Accounts Receivable | Prepared On: November 18, 2017 |

| Level: N | 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 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
Responsible for performing detailed accounting and reporting for assigned areas and programs within VPF Accounts Receivable (AR) and Cashier Services. Follows established procedures to complete work, may recommend changes in processes.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Process billing and generate invoices for assigned departments, labs, and centers (DLCs)
- Serves as a key contact to the MIT community and guides users through VPF’s invoicing process
- Retrieves daily credit card reports and posts payments to AR accounts
- Coordinates employee payroll deductions and posts 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
- Performs monthly reconciliations of assigned accounts
- Prepares AR quarter-end schedule for external reporting
- Closes Student Note receivables quarterly
- Resolves general Accounts Receivable (AR) issues and provides exemplary customer service
- Makes requests for payments and sends refunds as needed
- Assists with collections and monitors aging accounts
- Provides back-up for accounting staff overseeing Benefits Accounts
- Performs other duties as required

QUALIFICATIONS
Required:

- Bachelor’s degree and a minimum of one year of experience in accounting or finance
- Ability to deal with confidential information with discretion
• Receptive to learning new business methods and computational skills
• Demonstrated record of assuming greater responsibilities over time
• Ability to operate effectively in a fast-paced and changing environment
• Strong attention to detail and ability to adhere to strict deadlines
• Strong interpersonal skills and customer service orientation including the ability to interact, cultivate trust, and build rapport with a variety of constituents including faculty, staff, and sponsors
• Must be highly proficient Microsoft Excel and Word
• Excellent verbal and written communication skills
• Demonstrated ability to complete assigned tasks independently and constructively contribute to team efforts
• Requires flexibility in schedule; ability to work occasional evenings and weekends as necessary

Preferred:

• Customer service experience
• Familiarity with SAP
• Financial administration experience in a university, hospital, or nonprofit organization

SUPERVISION RECEIVED
Receive 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.