

# MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area	Office of the Vice President for Finance, Controller		
Job Title	Staff Accountant		
Reports to		Title	Assistant Manager, Sponsored Accounting
Date	5/23/16		
Level/Grade	N	Type of position:	Hours 40 hrs/week
		<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
		<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt

## **Position Overview Statement**

Responsible for all sponsored billing processes and revenue reconciliation within Sponsored Accounting.

## **Principal Duties and Responsibilities**

STAFF ACCOUNTANT, Office of the Vice President for Finance (VPF) – Sponsored Accounting, to be responsible for all sponsored billing processes and revenue reconciliation within Sponsored Accounting. Will generate monthly cost reimbursable, scheduled, letter of credit, and SMART invoices through SAP for industrial sponsors, foundations, and some government sponsors, and generate off cycle invoices as required. Perform monthly reconciliation to verify the accuracy of billing activities. Document and fulfill special handling instructions to meet sponsor requirements. Manage the billing issues email list, responding to all questions and inquiries from sponsors and the MIT community. Will work closely with the Sponsored Accounting Collections Team, Office of Sponsored Programs, the MIT community, and Sponsors to communicate and resolve issues. Prepare and provide training presentations for the MIT community. Assist managers with special projects.

## **Requirements**

A bachelor's degree in accounting, finance, or business administration and two years' experience in an accounting environment or equivalent combination of education and experience. Experience with billing processes, managing accounts receivable or sponsored grants/contracts accounting preferred. Must be able to manage multiple tasks under strict deadlines while paying attention to detail. Excellent collaborative, interpersonal, written, verbal, and customer service skills. Familiarity with computer applications required. Knowledge of SAP, Excel, Coeus, Brio Query and Cognos desirable. Seeking a self-starter that takes initiative and exercises good judgment.

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

## **Supervision Received**

The Staff Accountant will report to the Assistant Manager, interacting and reporting on a daily basis.

## **Supervision Exercised**

None.

*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.*

