



MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form

Functional Area		Office of the Vice President for Finance, Controller-Sponsored Accounting	
Job Title		Assistant Manager of Sponsored Accounting	
Reports to:		<i>Title</i> Manager of Sponsored Accounting	
Date: 01/17/17			
Level/Grade	P	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

ASSISTANT MANAGER OF SPONSORED ACCOUNTING, Office of the Vice President for Finance, responsible for managing sponsored billings, collections, analytics, and journal voucher (BCAV) functions. The Assistant Manager will resolve issues independently as part of a four-person team, and be accountable for team deliverables. Will provide excellent customer service to MIT community members and external sponsors; and be able to communicate complex issues effectively. Must be a proactive problem solver who can collaborate effectively and consistently with all MIT community members and external/internal sponsors, identify and support opportunities for improvements, continuously pursue development opportunities, and foster employee development and effectiveness.

Principal Duties and Responsibilities

The Assistant Manager will be responsible for the following:

- Management of all Sponsored Accounts Receivable (A/R) billing and collection functions including the following:
 - Generate and distribute approx. 300-350 monthly customer statements and field customer inquiries.
 - Manage and update the Sponsored Accounting Accounts Receivable (SPAR) report monthly to identify potential high-risk receivables and inform management (current parameters are total receivables equal to \$75K+, 60+ days). Partner with MIT departments, labs and centers (DLCs) and reach out to Sponsors to resolve unpaid balances.
 - Field inquiries and information from DLCs to resolve unpaid balances.
 - Review aging for any unapplied/partial payments and apply them when appropriate, consult with DLCs and management as needed.
 - Act as point person for all matters concerning outstanding payments. Collaborate with sponsors and DLCs to follow up on payments, research and handle non-payment issues, and negotiate special payment arrangements and/or setup payment plans.
 - Perform semi-annual review to identify uncollectible outstanding receivables and recommend potential write-offs to management.
 - Work with the Office of General Counsel (OGC) and the Office of Sponsored Programs (OSP).
 - Oversee the entire billings process, including cost-reimbursable, advanced, Singapore-MIT Alliance for Research and Technology, scheduled and letter of credit.
 - Oversee posting and clearing of incoming payments to MIT's cash account.



- Management of all Sponsored Accounting Financial Data and Analysis
 - Compile metrics data for Billing and Collections Dashboard and WBS Closeout Dashboard.
 - Produce interim and final reporting and closeout statistics to monitor compliance with timely closeout of sponsored awards.
 - Collaborate with staff members across VPF to provide Sponsored A/R data for reporting and analytical purposes. Produce monthly Sponsored A/R metrics for Budget, Finance Steering Group, quarterly year over year Sponsored A/R variance explanations, and fiscal year-end audit schedules for Sponsored Accounting.
 - Collaborate with IS&T and OSP to develop and run new reports as needs arise using data available in SAP, COEUS, and the Data Warehouse. Will develop a deep understanding of the new Cognos reporting tool and work with IS&T to make reporting packages available to DLCs on demand.
- Manage the WBS-Sponsored Journal Vouchers Approval Process
 - Review and approve WBS-Sponsored journal vouchers approx. 500-800/month. Work with DLCs to assist and communicate policies and best practices to achieve journal voucher approval.
 - Establish updated documentation to assist DLCs to prepare and submit journal vouchers, and field inquiries from DLCs.
- Special Projects
 - Oversee annual Support Pack Testing for Sponsored A/R.
 - Serve as a Sponsored Accounting representative on training initiatives and working groups.
 - Oversee special projects as required.

Requirements

A Bachelor's degree in accounting, business, or related field and at least five years' experience in accounting. Demonstrated ability to work both independently and as part of a team. Excellent problem identification and problem solving skills; strong analytical skills; ability to manage conflicting priorities, meet strict deadlines, and manage multiple tasks effectively. Strong, collaborative, proactive interpersonal and communication skills. Ability to collaborate with a diverse group of individuals from varying backgrounds and levels. Able to function in a complex, busy, changing environment while meeting deadlines. Experience in higher education or non-profit accounting desirable. Advanced experience with SAP, Excel, data-base software such as Brio Query, Cognos and FileMaker.

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

Supervision Received

The Assistant Manager will report to the Manager of Sponsored Accounting, interacting and reporting on a daily basis.

Supervision Exercised

The Assistant Manager will supervise a small team of two staff members and one support staff member on a daily basis. Will perform annual performance reviews and work closely to identify training and development opportunities for team.

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.

