

# 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	Staff Accountant		
Reports to		<i>Title</i>	Assistant Manager, Sponsored Accounting
Date:	04/27/16		
Level/Grade	N	Type of position:	Hours 40 / week
Job #	13501	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

## POSITION OVERVIEW STATEMENT.

Responsible for the audit, reconciliation and financial reporting of industrial and foundation sponsored awards.

### Principal Duties and Responsibilities

STAFF ACCOUNTANT, Office of the Vice President for Finance (VPF)–Sponsored Accounting, to be responsible for the audit, reconciliation and financial reporting of industrial and foundation sponsored awards. Will prepare internal cost audits on terminated grants and contracts; prepare and submit final financial documents involving MIT sponsors; maintain and update all information concerning active and terminated grants and contracts; follow policies and procedures regulating grants and contracts to ensure funds will be expended in accordance with established policies; work closely with the MIT community to communicate account activities, policies, and procedures; assist supervisors with special projects; and be involved with extensive use of SAP, Excel, and other computer applications. May prepare and submit various interim reports as required by sponsors and participate in resolving issues pertaining to current billing, audit, and close-out actions.

### **REQUIREMENTS:**

A bachelor's degree in finance, accounting, or business administration and two years' experience in an accounting environment or equivalent combination of education and experience. Must be able to manage multiple tasks under strict deadlines while paying attention to detail. Excellent mathematical, collaborative, interpersonal, written, verbal, and customer service skills. Familiarity with computer applications required. Knowledge of SAP, Excel, and COEUS 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.*

