

# MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area	Office of the Vice President for Finance, General Ledger Operations & Reporting		
Job Title	Staff Accountant		
Reports to	Stephen Hoover	Title	Manager of Financial Reporting & General Ledger Operations

Date: March 30, 2016

Level/Grade	Choose an item.	Type of position:	Hours____ 40 / week
N		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

## POSITION OVERVIEW STATEMENT

STAFF ACCOUNTANT, Office of the Vice President for Finance, to support the Financial Accounting and Reporting area in a variety of financial and reporting duties.

## Principal Duties and Responsibilities

- Sets up new cost objects and processes master data and budget change requests from the MIT community.
- Prepares account reconciliations, researches and resolves reconciling items.
- Process JV requests from MIT community queue as well as assist the senior staff accountant in JV approval process for non-research related JVs.
- Prepares schedules to support internal and external financial reporting.
- Supports quarterly closing process by managing the financial package template and preparing some of the balance sheet lead schedules.
- Analyzes and prepares interest allocation schedules and allocate costs on a monthly basis; work with facilities and budget and finance group to determine interest allocation rates to charge.
- Supports the senior staff accountant with month end close processes
- Participates in testing of new SAP reports and functionalities, including support pack testing.
- Assists the International Accounting Officer in international ad hoc projects
- Prepares departmental metrics reports.
- Additional duties as assigned.

## REQUIREMENTS:

- Undergraduate degree in Accounting (or related field), at least two years' experience in accounting, or a combination of equivalent experience required.
- Proficiency in Microsoft Word and Excel.
- Attention to detail with strong analytical skills.
- Ability to meet deadlines.
- Knowledge of SAP and BrioQuery experience a plus.
- Ability to easily navigate the Internet and performs relevant searches.
- Excellent interpersonal, written and oral communication, and customer service skills.



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

**Supervision Received**

Will receive supervision from the Manager of Financial Reporting & General Ledger Operations.

**Supervision Exercised**

Will not supervise any employee

*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.*

