

# MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

## Job Description Form



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

Date: March 28, 2016

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

### POSITION OVERVIEW STATEMENT

SENIOR STAFF ACCOUNTANT, Office of the Vice President for Finance, to support the Financial Accounting and Reporting area with a variety of financial and reporting duties. We seek an individual who has experience with accounting information systems, is detail-oriented with strong analytical skills, who also has good written and oral communication skills, and is proficient in Excel and Word. This is a great advancement opportunity for an internal employee.

### Principal Duties and Responsibilities

- Manages master data creation and maintenance (including general ledger (GL) accounts, profit centers, and costing sheets) related to the Institute's trial balance and financial statements.
- Responsible for the monthly and year end close process in SAP, with the assistance of the staff accountants in GL Operations
- Prepares account reconciliations, researches and resolves reconciling items.
- Assists the GL Operations staff accountants with issues/questions related to processing JV requests and cost object requests.
- Prepares schedules to support internal and external financial reporting, including those related to the quarterly close process.
- Works with facilities and other central offices on SAP and master data related issues.
- Works closely with IS&T on matters affecting the Institute's accounting and financial systems.
- Participates in testing of new SAP reports and functionalities, including support pack testing.
- Assists the community with questions regarding accounting and management of cost objects and GL accounts.
- Assists with abandoned property annual filling as needed.
- Additional work, as assigned.

### REQUIREMENTS:

Bachelor's degree in Accounting (or related field) and at least three years of experience in accounting and financial operations, or equivalent combination of education and experience. Proficiency in Excel and Word is required. Experience with SAP or similar accounting and reporting systems highly desirable. Experience with reporting tools such as BrioQuery and Cognos is a plus. Candidate must be well-organized and focused, possess the ability to work



independently as well as part of a team, possess good written and oral communication skills, demonstrate strong analytical skills, and maintain a customer service focus. Experience in higher education or non-profit accounting is also a plus.

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

### **Supervision Received**

Receives supervision from the Manager of Financial Accounting and Reporting.

### **Supervision Exercised**

The individual in this role will not supervise other employees.

*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.*

