MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Controller – Sponsored Accounting</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Mgmt 3, Accounting</td>
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<tr>
<td>Position Title:</td>
<td>Manager of Sponsored Accounts Receivable</td>
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<td>Reports to:</td>
<td>Assistant Controller</td>
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<tr>
<td>Prepared On:</td>
<td>December 2022</td>
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<tr>
<td>Grade: 10</td>
<td>Salary Range: $90,000-$100,000</td>
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<td>Hours per week/status:</td>
<td>40/Exempt</td>
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**General Overview**
The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute’s financial resources. Forward-thinking and future-oriented, this 170-person office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

**Position Overview Statement**
The Manager of Sponsored Accounts Receivable (AR) is responsible for the management and control of daily operations in accordance with generally accepted accounting principles. They will oversee all operational functions related to the AR function, including billing, cash settlement and application, account reconciliation, customer disputes and resolution, analysis of receivable balances, processes and controls, month-end close, and audit support. The Manager is responsible for supervising, training, and developing of AR staff. They will oversee the development and implementation of enhancements to meet the needs of the Institute. The ideal candidate is hands-on, self-starting, disciplined, and detail-oriented, with the ability to work collaboratively in a high-volume environment producing work that is accurate while meeting all deadlines.

**Principal Duties and Responsibilities (Essential Functions)**

- Oversee reporting, compliance, analysis, and control of accounting and financial functions related to the Institute’s sponsored accounts receivable, including state and federal filings and general ledger accounts
- Oversee the resolution of all team audit issues and drive team process improvements in this area
- Drive the team’s timely response to all questions, issues, and reporting requests from within VPF and from the greater MIT community
- Develop and implement strategies for accounting and financial function in assigned sections or organizational units
- Set and cultivate a team culture of professionalism, operational excellence, and outstanding customer service
- Oversee management of invoicing and collections processes for sponsored AR
- Respond in a timely manner to the most complex questions from internal and external stakeholders regarding AR issues and forward questions to team members for follow-up as needed
- Direct system integrations, testing, and upgrades for business functionality which may include review of new tools and technology to improve business processes and then recommend action steps
• Build and maintain a team that embraces positive relationships with a variety of constituents, and support hiring, overall supervision, performance, annual review, motivation, training, and development of staff
• Prepare and oversee processes to ensure accurate monthly reporting of AR metrics
• Plan and lead training sessions at MIT’s DLCs on VPF processes and policies
• Provide expert financial analysis as needed to DLC and groups internal to VPF
• Collaborate and partner with a wide variety of individuals across the Institute
• Manage special projects and other duties and projects as required

**Supervision Received**
Receive supervision from the Assistant Controller

**Supervision Exercised**
Accounting Officer, Senior Staff Accountant, Staff Accountant and Admin staff (staff of four)

**Qualifications & Skills:**
**Required**
• Bachelor’s degree in finance, accounting, or business administration or equivalent experience
• At least seven years of financial accounting or audit experience
• Demonstrated expertise in project/process management and proven leadership skills to manage and develop staff to work to their highest potential.
• Demonstrated expert knowledge of accounting principles and relevant federal regulations for Accounts Receivable, including those specific to research and non-profit organizations
• Excellent analytical, problem solving, and organizational skills
• Highly organized with the ability to drive and manage multiple priorities, projects, and team members and ensure the team’s timely delivery of all responsibilities and assignments
• Ability to exhibit poise, composure, and confidence when confronting stressful or high-pressure situations
• Strong consultative, written and verbal communication, team building, and leadership skills
• Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
• A collaborative working style that can build interpersonal relationships and achieve consensus
• Excellent Microsoft Excel, Word, and PowerPoint skills
• Flexibility and willingness to pitch in with the team to get the job done on all tasks, and to modify approach as required by the situation

**Preferred**
• Master’s degree in finance, accounting, or business administration
• Certified Public Accountant (CPA) or equivalent designation
• Experience with accounts receivable and collections processes at large educational research universities or businesses with significant AR intake and volume
• Ability to review and interpret legal agreements and contracts to determine MIT’s billing responsibilities
• Experience leading operational teams and managing organizational and organizational change
• Experience managing based on data and metrics
• Prior MIT experience in finance or accounting
• Experience with SAP or similar enterprise accounting systems

**Remote Work**
MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus. As of December 2022, this position is designated as one that can be performed in a hybrid model of two days per week in the office, although this is subject to change.

**Covid Policy**
MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request an exemption from the vaccine requirement for medical or religious reasons. See MIT Now for more information on MIT’s Covid policies. Offers of employment are contingent on an applicant’s compliance with MIT’s Covid-19 vaccine/exemption requirements.

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

A background check (including checking criminal records) will be required for the final candidate.

MIT is unable to provide work authorization and/or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

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.