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 165-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 Associate Director of Gift Accounting is primarily responsible for managing day-to-day gift accounting operations, including oversight and review of gift and pledge reconciliations and reporting for the Office of the Recording Secretary (RSO). The Associate Director supervises, trains and hires the gift accounting staff, advises departments on matters relating to donor compliance, and manages internal and external audits of the RSO.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Assigns work, sets priorities, trains, and supervises gifts accounting staff
- Communicates with Resource Development (RD) and MIT department, center and lab (DLC) staff to convey complex gift policies and procedures
- Interprets donor documentation to advise and educate DLC staff on matters relating to donor compliance
- Maintains the accuracy and integrity of gift and pledge financial data in accordance with accounting standards and Institute policies and procedures
- Uses SAP and financial reporting tools (BrioQuery, Data Warehouse) to prepare reports of financial data
- Collaborates with the MIT Audit Division to provide documentation and analyze expenses for audit reviews of gift funds
- Reviews gift and pledge reports, audit selections and all supporting documentation for external auditors on behalf of the Institute and in support of the Institute’s annual Treasurer’s Report. Organizes audit meeting, responds to auditor questions, communicates with RSO management regarding audit status, and proposes gift process changes as a result of audit recommendations
- Reviews the status of complex gift arrangements. Organizes and analyzes data, creates financial models, and makes recommendations based on findings for a wide variety of constituents, including senior officers of MIT
- Prepares detailed ad hoc financial reports on gifts and pledges
• Analyzes historical data and donor pipeline reports to prepare proforma budgeting for gift and pledge revenue for the VPF Budget and Financial Analysis team
• Prepares fundraising cash flow modeling for specific programs or purposes as needed by VPF Budget and Financial Analysis, and individual DLCs
• Works with technical staff to successfully implement gift processing and system changes. Anticipates effects of changes, coordinates new process testing, and reviews results
• Partners with teams within the VPF Controllership to ensure compliance with internal and external reporting requirements and accounting standards. Reviews quarterly and year-end financial reports, quarterly analysis of gift and pledge revenue fluctuations, and prepares gift and pledge data for Institute annual tax filings
• Prepares detailed calculations for endowment decapitalizations and other unit/income adjustments.
• Monitors and oversees timely completion of monthly and quarterly gift reconciliations to ensure all gifts received are recorded in the gifts database and captured properly in MIT’s financial system. Resolves discrepancies identified through reconciliation processes. Reconciles credit card gifts and recurring gifts on behalf of the Alumni Association’s Office of Gift Records
• Monitors and oversees the creation of new gift funds to ensure funds are established per donor requirements and Institute policies
• Monitors and oversees the RSO data integrity and correction processes to ensure accuracy
• Documents and performs review of internal controls and business processes and makes recommendations for improvement
• Partners with RD’s Office of Donor Relations and Stewardship on matters relating to the use, administration, and stewardship of funds supported by donors to MIT. Performs ad hoc research and investigations into historical records for specific donor-supported funds, advises on gift policies and procedures, and coordinates changes and updates to gifts and gift funds

QUALIFICATIONS
Required:
• Ten years progressively responsible accounting experience, including experience with non-profit institutions
• Master’s degree in accounting, finance, or related field
• Certified Public Accountant (CPA)
• Complete understanding of Generally Accepted Accounting Principles (GAAP) for gift/pledge accounting and net asset case restrictions
• Expertise with Ellucian CRM Advance gift system, SAP, and BrioQuery
• Advanced analytical and problem-solving skills
• Excellent interpersonal and professional communications skills
• Must possess a high degree of professionalism, judiciousness, diplomacy, and sensitivity to the needs of multiple constituencies in an academic environment and demonstrated ability to maintain confidentiality
• Ability to set priorities, manage a variety of tasks while paying attention to detail, to work independently. Demonstrated ability to assess and adjust priorities and respond to changing demands and deadlines
• Proficient skill in FileMaker Pro, Microsoft Word and Excel, and Apple products

Preferred:
• Familiarity with Ellucian CRM Advance gift system or similar fundraising database
• Knowledge of MIT policies, procedures, and operational systems

SUPERVISION RECEIVED
Receives supervision from the Director of Gift Administration and Recording Secretary

**SUPERVISION EXERCISED**
At least one member of the gift accounting team

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 6-month probationary period for new employees to the Institute.

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.

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.