

Job Description – MIT Job # 23173

Functional Area:	Office of the Vice President for Finance, Controllershship, Tax and Global Operations		
Job Title:	Accountant 4	Position Title:	Senior Global Operations Specialist
Reports to:	Global Operations Manager	Prepared on:	August 2023
Salary Grade: 10	Salary Range: \$95,000 - \$115,000	Hours per week/status: 40/Exempt	

About the Office of the Vice President of Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

VPF Tax and Global Operations works with colleagues across the Institute to provide finance and accounting support and guidance for MIT projects, entities, or individual placements operating outside of the United States. This team collaborates with a full spectrum of entities within MIT, including the Associate Provost for International Affairs, the International Coordinating Committee, the Office of the General Counsel, MIT International (MIT-I), and directorates within VPF including the Office of the Recording Secretary and the Controllershship, and, as such, serves as a focal point for international issues dealing with finance, accounting, and international tax.

The Senior Global Operations Specialist will support the Global Operations Manager and provide business, financial, and operational expertise, analysis, and support to VPF and Institute leadership. Duties include maintaining and improving accounting and reporting processes for global affiliations. The ideal candidate will quickly grasp the complexity of global activities within a large, decentralized organization, as well as the internal and external financial transactions related to these activities.

Principle Duties and Responsibilities

- Perform highly complex reporting, analysis, and control of accounting and financial functions for MIT global entities and collaborations, including audit and related compliance activities
- Assist with managing business, financial, and operational reporting and compliance requirements of MIT's foreign entities, subsidiaries, and operations
- Maintain, oversee, and ensure accuracy of information related to all accounting and financial reporting for MIT international entities and collaborations
- Work with the Global Operations Manager to resolve accounting and financial discrepancies
- Document financial, accounting, and operational guidance, policies, procedures, technical advice, opinions, and memoranda as necessary for the Institute's internal files, external auditors, or other parties
- Identify and coordinate improvements and automation efficiencies to global operations-related business processes, recommends action steps and then, where necessary, leads system integrations, testing, and upgrades for business functionality
- Help lead the analysis of local business, financial, and operational rules for those countries where MIT has a presence or is considering establishing a presence to determine potential impact on the Institute, and develop any related compliance mechanisms in support of MIT's research, collaboration, and investment activities
- Research, analyze, implement, and maintain projects to further VPF's financial capacity with respect to supporting the Institute's global activities
- Manage MIT's education and research contracts post-execution to ensure MIT is meeting its financial and operational commitments; protect and mitigate associated risks to MIT
- Serve as an advisor on global activity and provide counsel in interpreting accounting and financial data
- Manage ongoing relationships with external auditors, payroll providers, and business services organizations
- Develop and deliver presentations and trainings to key stakeholders and the MIT community
- Lead special and ad-hoc projects reporting to senior management
- Other duties as assigned

Qualifications

Required

- Bachelor's degree in accounting or related field
- At least seven years of experience in financial operations, including accounting and account reconciliations
- Demonstrated experience with global business operations
- Strong command of U.S. Generally Accepted Accounting Principles (GAAP) and relevant federal regulations
- Ability to quickly learn and master accounting information systems and report writing tools
- Discretion, tact, and good judgment when working with highly sensitive and confidential information
- Strong customer service focus
- Strong analytic, problem solving, and organizational skills to manage multiple challenging projects simultaneously in a fast-paced setting with nonnegotiable deadlines
- Self-motivated with the ability to manage issues, processes, and projects actively and independently from start to completion
- Ability to work across teams in a highly collaborative environment to build consensus and anticipate outcomes in order to drive processes forward
- 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
- Strong consultative, written, and verbal communication skills

- Excellent Excel, Word, and PowerPoint skills

Preferred

- Master's degree or master's of business administration (MBA) in a related field and/or Certified Public Accountant (CPA)
- Knowledge of International Financial Reporting Standards (IFRS) accounting principles and related international regulations
- Experience in higher education or non-profit accounting, especially for organizations with overseas portfolios or subsidiaries
- SAP and Brio Query experience
- Familiarity with MIT financial, administrative, and operational policies and procedures

Supervision Received

Reports to the Global Operations Manager

Supervision Exercised

None

Additional Information

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.

Employment is contingent upon the completion of a satisfactory background check.

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

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

Diversity, Equity, and Inclusion

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.

VPF is Mission Focused

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, the 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.