

Job Description – MIT Job # 23712

Functional Area:	Office of the Vice President for Finance, Controllershship, Sponsored Accounting		
Job Title:	Accountant 2	Position Title:	Senior Staff Accountant
Reports to:	Assistant Manager of Sponsored Accounting	Prepared on:	February 2024
Salary Grade: 7	Salary Range: \$75,000 - \$85,000	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

This role supports the Sponsored Accounting team as an experienced contributor by overseeing the financial review of specific sponsor awards and contributing to the overall closeout process of those awards. This includes but is not limited to performing audits of expired sponsored research awards, preparing and reviewing financial reports and documents, and overseeing community and team training sessions. They provide exemplary customer service and support to the MIT community on complex sponsored research inquiries. The ideal candidate will be comfortable working under minimal supervision and with strict deadlines.

Principle Duties and Responsibilities

- Is responsible for all financial concerns related to an assigned portfolio of sponsors including conducting audits, disseminating audit findings, and performing timely and accurate closeouts of expired awards
- Acts as a technical knowledge resource by providing exemplary customer service on a broad range of issues related to sponsored research awards, including audit findings and resolution of those issues and concerns
- Prepares a variety of financial reports by gathering and analyzing sponsored research data

- Prepares and submits monthly letter of credit drawings, and cash flow and interest calculations worksheets
- Gathers sponsored accounting data in support of internal and external auditor requests
- Documents trends and suggest process improvements on financial findings, common questions and concerns from the community, and issues that may impact other awards and programs
- Acts as a resource to team members to resolve issues associated with audit findings
- Prepares cost-sharing funding adjustments
- Reviews, corrects, and approves journal voucher requests
- Updates, maintains, and analyzes team operational dashboard which may include reviewing information prepared by the team with a focus on process improvements and operational issues
- Reviews sponsored research financial data reports created by team members
- Takes a leadership role in special projects
- Creates and leads training sessions to educate the team and MIT community on Sponsored Accounting topics
- Assist the Accounts Receivable team with sponsored research billing issues
- Other duties and projects as assigned

Qualifications

Required

- Bachelor's degree in an accounting, finance, or related business area
- Minimum of three years of experience in financial operations including accounting and/or research administration
- Minimum of three years of experience delivering excellent customer service
- Advanced knowledge of Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)
- Demonstrated ability to swiftly identify issues and resolve them with minimal guidance, and to escalate when necessary
- Strong analytical, problem-solving, and organizational skills
- Highly organized with the ability to ensure timely delivery of all responsibilities and assignments
- Must be able to manage multiple tasks while paying attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to use discretion, tact, and good judgment when working with highly sensitive and confidential information
- A collaborative working style to foster interpersonal relationships within the team and the broader community
- 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
- Demonstrated adaptability and flexibility to learn new tasks, take on new assignments, and support team initiatives

Preferred

- Demonstrated sponsored research administration experience including financial audit of sponsored research awards, reviewing and recording journal entries
- Experience with SAP or similar enterprise accounting systems, Brio Query, and Cognos
- Prior MIT experience

Supervision Received

Reports to the Assistant Manager of Sponsored Accounting

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.