

Job Description – MIT Job #24193

Functional Area:	Office of the Vice President for Finance, Financial Operations, Accounts Payable		
Job Title:	Mgmt 2, Accounting	Position Title:	Assistant Accounts Payable Manager
Reports to:	Senior Manager, Accounts Payable	Prepared on:	July 2024
Salary Grade: 8	Salary Range: \$80,000 - \$90,000	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

The Assistant Accounts Payable Manager is responsible for assisting with the planning and directing of work outcomes, complex processes, and systems in a unit within VPF. The Manager will supervise staff at various level positions and functions. They will be responsible for assisting with driving the reporting, compliance, analysis, and control of accounting and financial functions of the Accounts Payable (A/P) area, including payments, State and Federal filings and general ledger accounts. They will ensure the A/P team's ability to analyze and resolve accounting discrepancies, ensure timely resolution of issues and assist with the reconciliation process. The role requires a keen awareness of the team's impact on other areas and an eye for ongoing process improvement and fraud prevention. The Assistant A/P Manager will assist with overseeing the development and maintenance of an effective team dedicated to providing excellent customer service to the MIT community, while communicating complex issues effectively to a diverse and demanding customer base.

Principle Duties and Responsibilities

- Is accountable for assisting with the planning and directing all processes in Accounts Payable dealing with complex functions within VPF.

- Develops and maintains relationships with team members and other managers and directors to keep current on organizational issues. Leverages internal relationships and activities across campus to enhance work activities.
- Responsible for managing staff at various level positions, including digital workers in robotic automation. Accountable for building, organizing and/or structuring effective teams.
- Manages the completion of the consolidated A/P month-end close process, ensuring that all deadlines and cutoffs are adhered to.
- Oversees 1099 and 1042s tax filings.
- Manages the abandonment property filing.
- Manages and serves as an expert for multiple systems in Accounts Payable including, Coupa, Sim, Request for Payments -SAP, and Cash Pro.
- Examines and evaluates programs and/or services to ensure customer satisfaction and quality. Initiates, implements, and supports improvements to programs and/or services. Holds team accountable for delivering high-quality service.
- Reviews and approves Purchase Order invoices and requests for payments.
- Assists with the direction and management of the day-to-day operations in a complex unit.
- Reviews metrics and analyzes data and processes.
- Ensures timely and accurate recording of financial transactions in accordance with MIT policies.
- Assists in leading the Accounts Payable team's day-to-day operations: Oversees planning, assigning and scheduling work, as well as reviews to ensure the accuracy and quality standards of work.
- Responds in a timely manner to the most complex questions from internal and external stakeholders regarding A/P issues, as well as forwarding questions to team members for follow up as needed: Sensitive item requisitions, invoices, requests for payment, vendor issues.
- Identifies strategic opportunities for improvements, continuously pursues development opportunities, understands customers' needs, processes efficiencies, remains aware of external trends and best practices.
- Assists in building and maintaining a team that embraces positive relationships with a variety of constituents, supports the hiring, overall supervision, performance, annual review, motivation, training and development of the A/P team.
- Ensures the download of various department payment file feeds and verifies authorization and control totals.
- Strong understanding of 1099 and 1042S tax rules and the preparation of the appropriate tax files; initiates wire transfers and enters fast checks issued directly using bank-provided software.
- Assists in the management of periodic financial system testing and work to improve the process of paying and approving invoices and workflow with existing software.
- Serves as a backup to the Senior Manager, Accounts Payable.
- Special projects and other duties as necessary.

Qualifications

Required

- Bachelor's degree in Accounting, Business Administration or related field
- Minimum of four (4) years of financial management and at least three (3) years in Accounts Payable administration
- At least two (2) years of demonstrated experience providing exemplary customer service in some capacity
- Previous supervisor experience
- SAP or equivalent ERP system
- Experience with a high-volume accounts payable environment
- Strong communication, analysis and organizational skills

- Detail-oriented with strong analytical skills, team player and effective communicator
- Able to work independently with little instruction in a highly organized manner
- Advanced Excel skills
- Outstanding interpersonal & communications skills, notably, the ability to convey information clearly through various means, both verbal and written
- Must be flexible and adaptable to new programs in an emerging and changing environment

Preferred

- Experience in working with cloud-based systems/Coupa
- Previous experience in higher education or non-profit environment
- Experience in working with OCR and Robotic Automation
- Understanding of 1099 and 1042S tax rules and the preparation of the appropriate tax files; initiate wire transfers and enter fast checks issued directly using bank-provided software

Supervision Received

Reports to the Senior Manager, Accounts Payable

Supervision Exercised

Supervises a team of three Accounts Payable staff

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.