

## Job Description – MIT Job #24194

<b>Functional Area:</b>	Office of the Vice President for Finance, Financial Operations, Accounts Payable		
<b>Job Title:</b>	Accountant 1	<b>Position Title:</b>	Staff Accountant
<b>Reports to:</b>	Senior Manager, Accounts Payable	<b>Prepared on:</b>	July 2024
<b>Salary Grade: 6</b>	<b>Salary Range:</b> \$65,000 - \$73,000	<b>Hours per week/status:</b> 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 Staff Accountant, Accounts Payable (A/P) will perform duties to support daily operations in Accounts Payable. They are responsible for providing excellent customer service to the MIT community for AP-related issues for account feeds and processes. Successful candidates will be proactive, customer-service oriented, and work well under minimal supervision.

### Principle Duties and Responsibilities

- Performs month-end close activities for assigned accounts.
- Responds to email and phone inquiries within two business days while providing exemplary customer service.
- Researches issues and determines the cause of problems needing resolution; escalates if necessary.
- Analyzes data in financial reports and summarizes findings.
- Verifies and enters invoices and ensures accuracy per VPF policies and procedures.
- Informs members of the MIT community on accounting policies and procedures as needed.
- Contributes toward positive team relationships.
- Helps prepare accurate monthly reports of AP metrics.

- Helps prepare training sessions on VPF processes and policies for MIT's departments, labs, centers, and institutes (DLCI's)
- Collaborates and partners with a wide variety of individuals across the Institute.
- Serves as a backup for the AP team to issue fast turnaround checks, payment runs, electronic requests for payment, file feeds, and outgoing wire payments.
- Other duties and special projects as assigned.

### **Qualifications**

#### **Required**

- Bachelor's degree
- Minimum one (1) year of experience in accounting, finance or financial operations
- Demonstrated Microsoft Office Suite experience
- Demonstrated ability to swiftly identify issues and escalate to a manager, as necessary
- Strong analytical, problem solving, and organizational skills
- Highly organized with the ability to ensure timely delivery of all assignments
- Strong written and verbal communication skills
- Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
- A collaborative working style and ability to foster interpersonal relationships within the team and the wider 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 in learning new tasks, taking on new assignments, and supporting team initiatives

#### **Preferred**

- At least one (1) year of experience delivering customer service to a broad constituency
- Knowledge of financial operations of nonprofit organizations, especially higher education
- Experience with SAP or similar enterprise accounting systems
- Prior MIT experience

### **Supervision Received**

Reports to the Senior Manager, Accounts Payable

### **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**

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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.