

## Job Description – MIT Job #24514

<b>Functional Area:</b>	Office of the Vice President for Finance, Office of the Recording Secretary		
<b>Job Title:</b>	Gift Processing Assistant 3	<b>Position Title:</b>	Senior Data Integrity Assistant
<b>Reports to:</b>	Associate Director, Gift Compliance and Internal Controls	<b>Prepared on:</b>	October 2024
<b>Salary Grade: 6</b>	<b>Hourly Rate:</b> \$30.00 - \$35.00/hr	<b>Hours per week/status:</b> 40/Non-Exempt	

### About the Office of the Vice President for 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

Primary responsibility includes reviewing and maintaining accuracy of databases and systems related to the work of the Office of the Recording Secretary. The Senior Data Integrity Assistant will troubleshoot problems, research, analyze, and resolve data issues. They have limited contact with donors and frequent contact with other departments and offices on campus.

### Principle Duties and Responsibilities

- Reviews recorded gift transactions (such as checks, wires, IRA distributions, and donations from donor-advised funds) to ensure alignment with donor designations and consistency with documented business practices.
- Ensures gift transactions adhere to Institute policy and Internal Revenue Service (IRS) and Financial Accounting Standards Board (FASB) regulations. Communicates corrections, as needed, to gift processing staff prior to closing batches in fundraising database.
- Maintains accuracy of pledge reports and prepares related pledge schedules, including tracking changes to prior-year pledges and reviewing pledge aging schedules. Uses knowledge of Generally Accepted

Accounting Principles (GAAP) to ensure appropriate recording as revenue and receivables in Institute financial statements.

- Provides outstanding customer service when responding to constituent requests received by telephone, in person, or through email, and ensures appropriate resolution to issues identified; escalates as necessary.
- Supports database integrity by researching and resolving processing discrepancies or inconsistencies identified through gift and pledge review and reconciliation processes, submits modification requests to gift processing staff to correct errors.
- Reviews gift and pledge modifications to verify changes were processed accurately in the Institute's fundraising database, flags related adjustments necessary for financial systems, including endowment unit adjustments. Maintains backup documentation for gift and pledge changes.
- Reviews the establishment of new gift funds, which involves verifying that they were accurately created in both the Institute's fundraising and financial databases, examining gift memorandums and other related documentation to ensure alignment with the donor's intended purpose, and verifies the proper classification of the fund. This process ensures that the fund complies with both the donor's intent and the Institute's internal policies.
- Reviews reports on changes to prior-year gifts to verify proper completion of related journal vouchers, processes journal vouchers for changes to prior-year gifts as necessary.
- Monitors gifts suspense account, identifies causes for past errors, and coordinates with related offices to ensure gifts are reallocated to appropriate accounts.
- Assists in preparing MIT's annual pledge reserve analysis, including reviewing of late pledges, coordinating outreach to development staff for donor updates, and preparing preliminary and final reserve analyses.
- Assists in preparing for office audits by internal and external auditors.
- Recommends process improvements and opportunities for increased efficiency and data integrity for gift processing procedures.
- Develops new reports to help identify and report on data integrity issues.
- Calculates error ratio and identifies trends, assists departmental managers in training sessions for gift processing staff to reduce errors.
- Learns duties performed by other team members and supports team efforts as needed, including calendar year-end and fiscal year-end.
- Other duties as assigned.

## **Qualifications**

### **Required**

- High school diploma or equivalent
- Minimum of four years of relevant experience in a university or nonprofit setting
- Strong analytical, organizational, and problem-solving skills
- Ability to learn a variety of tasks quickly
- Aptitude for accurate, detail-oriented work, and ability to work independently
- Proficiency in Microsoft Excel
- Demonstrated ability to be discreet and maintain confidentiality

### **Preferred**

- Bachelor's degree preferred, with a concentration in accounting or finance
- Familiarity with Ellucian CRM Advance gift system or similar fundraising database
- Knowledge of MIT policies, procedures, and operational systems

## **Supervision Received**

Reports to the Associate Director, Gift Compliance and Internal Controls

**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) advances 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.