

MIT Job Description – MIT Job #25312

Functional Area:	Office of the Vice President for Finance, Controllershship, Accounts Receivable		
Job Title:	Accountant 2	Position Title:	Senior Staff Accountant, Accounts Receivable
Reports to:	Manager of Accounts Receivable	Prepared on:	November 2025
Salary Grade: 7	Salary Range: \$67,200-\$91,100	Hours per week/status: 40/Exempt Duration: Three (3) Year Term renewable on a one year basis	

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. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus.

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 Senior Staff Accountant supports the Accounts Receivable (AR) team as an experienced contributor in reporting, compliance, analysis, and control of accounting and financial functions related to the Institute's accounts receivable, including state and federal filings and general ledger accounts. They will 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

- Performs daily insurance billing for employees, retirees, dependents, ex-spouses, widows and Post Doctoral Fellows using Filemaker.
- Acts as a technical knowledge resource to internal and external stakeholders by providing exemplary customer service on a broad range of issues related to Benefit Accounting payments and resolving issues and concerns.
- Gathers and review arrears lists, to clear arrears for semi-monthly and pension payroll.

- Documents trends and suggests process improvements on financial findings, common questions and concerns from the community, and issues that may impact other sponsors and customers.
- Reviews, corrects, and processes requests for return on overpayments for Benefit Accounting customers.
- Performs monthly Benefit Accounting reporting and closing, including reconciling John Hancock and Towers Watson accounts as necessary.
- Responds in a timely manner to questions from internal and external stakeholders regarding payments issues. Forwards questions to team members for follow-up as needed.
- Adheres to internal controls and operations by following policies and procedures and reporting needed changes.
- Helps create and lead training sessions to educate the team and MIT community on Accounts Receivable topics.
- Collaborates and partners with a wide variety of individuals across the Institute and with bank personnel.
- Contributes toward positive team relationships and supports the training and development of other staff members.
- Takes a leadership role on special projects.
- Other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree in an accounting, finance, or related business area or equivalent work experience
- Minimum of three (3) 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, PowerPoint)
- Demonstrated ability to swiftly identify issues and resolve 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 working with highly sensitive and confidential information
- 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 Manager of Accounts Receivable.

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.