

Job Description – MIT Job #25620

Functional Area:	Office of the Vice President for Finance, Financial Operations, Travel and Card Services		
Job Title:	Accountant 2	Position Title:	Senior Staff Accountant
Reports to:	Manager of Travel and Card Services	Prepared on:	April 2026
Salary Grade: 7	Salary Range: \$67,200 - \$91,100	Hours per week/status: 40/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. 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. 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 Senior Staff Accountant performs daily accounting operations and financial analysis in support of MIT's Procurement and Travel Card programs, a high-volume specialty area. This role applies accounting principles to reconcile accounts, analyze financial activity, and ensure compliance with Institute and federal requirements. Working independently under limited supervision, the position exercises sound judgment in interpreting policies, resolving issues, and supporting efficient and compliant program operations.

Principal Duties and Responsibilities

- Performs daily accounting operations for MIT's Procurement and Travel Card programs, including transaction review, reconciliation, and issue resolution.
- Reconciles and analyzes high-volume accounts, including monthly card activity exceeding \$7M, ensuring accuracy and completeness.
- Resolves complex, non-routine accounting and operational issues by interpreting MIT policies, assessing risk, and determining appropriate courses of action.

- Reviews and authorizes transactions by applying MIT policies, internal controls, and federal regulations, including evaluating exceptions and determining appropriate treatment for non-compliant or high-risk activity.
- Researches and resolves complex discrepancies and exceptions; conducts root-cause analysis and determines appropriate resolution for non-standard or ambiguous scenarios.
- Participates in audits and account reviews to support compliance and identify control gaps.
- Identifies, tracks, and follows up on non-compliant activity; supports corrective actions and resolution of outstanding items.
- Responds to fraud alerts, card declines, and other time-sensitive issues, exercising judgment on escalation and resolution.
- Prepares, analyzes, and distributes standard and ad hoc financial and transactional reports.
- Analyzes financial data within the card program specialty area and provides actionable recommendations to management.
- Maintains accurate financial records and ensures data integrity across financial and tracking systems.
- Coordinates with card providers and internal stakeholders to resolve accounting, operational, and service-related issues.
- Resolves accounting-related inquiries from departments and staff, including billing, reconciliation, and policy interpretation questions.
- Educates the MIT community on Procurement and Travel Card policies, procedures, and proper usage
- Assist in developing and updating documentation, training materials, and user guidance.
- Communicates complex financial and policy information clearly and effectively to a range of stakeholders.
- Participates in system enhancements, testing, and implementation of process improvements.
- Manages multiple priorities and deadlines in a fast-paced environment while maintaining accuracy and attention to detail.
- Exercises sound judgment and maintains confidentiality when handling sensitive financial information.
- Performs other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree
- Minimum of three (3) years of experience in accounting or financial operations, including account reconciliation, along with knowledge of accounting principles (GAAP), general ledger posting, auditing processes, and financial statement analysis
- At least three (3) years of experience in an accounting or financial operations environment
- At least two (2) years of experience delivering customer service
- Experience with data analysis to identify trends and strategize responses
- Strong presentation skills
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with video conferencing and collaboration tools (e.g., Zoom, Teams, Slack)
- Excellent verbal and written communication skills
- Strong organizational skills with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain attention to detail in a fast-paced environment
- Demonstrated dependability, follow-through, and commitment to producing high-quality and accurate work
- Ability to exercise discretion, tact, and sound judgment when handling sensitive or confidential information
- Demonstrated adaptability and flexibility to learn new skills, take on additional responsibilities, and support evolving team needs

- Strong collaboration and interpersonal skills, with the ability to build effective working relationships across teams and the broader community
- Strong analytical and problem-solving skills with a focus on continuous improvement
- Ability to proactively identify needs, propose solutions, and follow tasks through to completion
- Ability to provide responsive and professional support to internal and external stakeholders
- Ability to troubleshoot and resolve issues independently with minimal guidance, and appropriately escalate complex issues to a manager when necessary
- Ability to meet performance metrics assigned for the unit

Preferred

- Familiarity with travel expense policies and federal regulations in an academic setting
- Experience in higher education or non-profit accounting is desirable, preferably at MIT
- Experience with SAP, Filemaker, Works or other enterprise systems and database software such as Cognos

Supervision Received

Reports to the Manager of Travel and Card Services

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.

MIT is an equal employment opportunity employer

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, 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.

