

Job Description – MIT Job #25749

Functional Area:	Office of the Vice President for Finance, Financial Operations, Accounts Payable		
Job Title:	Accountant 2	Position Title:	Senior Staff Accountant
Reports to:	Manager, Accounts Payable	Prepared on:	May 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 Accounts Payable (AP) Senior Staff Accountant is responsible for the ongoing daily operations and processes related to accounts payable. They will have extensive experience and expertise in accounts payable accounting and demonstrated experience leading projects and/or teams. Successful candidates will be proactive, customer-service oriented, and have a keen interest in process improvement.

Principal Duties and Responsibilities

- Performs the daily operations of accounting such as processing invoices, requesting payments, and reconciliation and analysis of accounts.
- Performs complex month-end close activities, such as Segregation of Duties and Journal Voucher processing.
- Reviews and authorizes transactions such as invoices, human subjects, and wire payments by interpreting government and institutional policy.
- Is responsible for resolving rejected direct deposit payments from the bank.
- Works with the Supplier Maintenance Team to ensure proper classification of supplier and customer tax withholding for RFP transactions and participates in Accounts Payable year-end tax filings.
- Resolves accounting-related inquiries from community members and suppliers regarding payment issues.

- Serves as a subject matter expert and resource in educating the MIT community and suppliers on AP-related policies and practices.
- Responds to email and phone inquiries in a timely manner while providing exemplary customer service.
- Participates in internal and external audits.
- Is a key member on all AP projects.
- Works with AP senior staff accountants to research accounts by contributing to root-cause analysis and timely resolution.
- Trains members of the MIT community on accounting policies and procedures as needed.
- Analyzes data for a specialty area and makes recommendations to management on findings.
- Drafts and updates Accounts Payable documentation in collaboration with AP Manager.
- Reviews outgoing international wire transactions for authenticity.
- Performs specialized and/or general analysis of AP data.
- Assist with procedures and control of the AP workflow.
- Other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree in accounting, finance, or business administration
- Minimum three (3) years of experience in financial operations including accounting and account reconciliation
- Experience in delivering customer service
- Demonstrated experience with accounting software, preferably SAP
- Knowledge of accounting principles and relevant federal regulations for accounts payable
- Ability to meet performance metrics assigned for the unit
- 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

Preferred

- Experience with Coupa
- Prior MIT experience

Supervision Received

Reports to the 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.

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.