

Job Description – MIT Job #26194

Functional Area:	Office of the Vice President for Finance, Controllershship, Property Office		
Job Title:	Mgmt 3, Property	Position Title:	Property Manager
Reports to:	Assistant Controller, Sponsored Accounting, Property, and Accounts Receivable	Prepared on:	October 2026
Salary Grade: 9	Salary Range: \$90,320- \$122,080	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 Property Manager leads the overall operations of the VPF Property Office and is responsible for the Institute-wide lifecycle management of capital equipment and other accountable property. This includes property accounting, capitalization, equipment records, depreciation, inventory, utilization, transfers, dispositions, government property, sponsor reporting, and compliance with MIT policies and applicable federal requirements.

The Property Manager directs Property Office staff, establishes operational priorities and internal controls, and ensures the integrity of eProp as MIT's property system of record. The role works closely with Finance, Procurement, research administration, DLCIs, faculty, sponsors, auditors, and external vendors to resolve complex property matters, support audits and financial reporting, and lead continuous improvement and system-modernization efforts.

Principal Duties and Responsibilities

- Directs the overall work of the VPF Property Office, establishing priorities, procedures, performance expectations, workload assignments, and short- and mid-term operational plans.
- Directly supervises the Property Manager, Accounting Officer, Senior Staff Accountant responsible for Fabrications and Government Reporting, and two Senior Property Inventory Assistants; provides coaching, performance management, training, and professional development for staff.
- Oversees the complete lifecycle of Institute capital equipment and accountable property, including acquisition, capitalization, coding, asset tagging, title determination, depreciation, inventory, transfers, trade-ins, excess property, disposition, and related financial reconciliation.
- Maintains eProp as MIT's property system of record, ensuring the accuracy, completeness, and integrity of property data; approves or oversees property accounting entries, reconciliations, corrections, and reporting.
- Directs monthly, quarterly, and year-end depreciation processes for MIT-funded, government-funded, and privately funded equipment and provides required analyses and reports to Finance leadership.
- Leads the Institute's biennial inventory program, including planning, communications, staffing, physical inventories, reconciliation of discrepancies, equipment relocations associated with building changes or renovations, and final reporting.
- Oversees government property, fabrications, and sponsor-reporting activities; ensures compliance with federal grants, contracts, title requirements, and sponsor-specific disposition, transfer, and reporting obligations.
- Manages property reuse, sales, transfers, and disposition activities, including oversight of the WW15 warehouse, external surplus-property partners, pricing, invoices, bills of sale, transfer documentation, proceeds, and applicable sales-tax reporting.
- Maintains Institute vehicle titles and serves as MIT's authorized signatory for vehicle sales, trade-ins, and disposals; coordinates vehicle-related matters with the Office of Insurance, Lincoln Laboratory, and DLCIs.
- Leads Property Office preparation for and response to the annual Uniform Guidance audit, DCAA reviews, Office of Naval Research audits, and other sponsor or external audits; works with VPR Cost Analysis and other Institute partners to provide accurate documentation, reconciliations, and corrective actions.
- Develops and monitors Property Office reports, metrics, dashboards, policies, procedures, and internal controls to support sound decision-making, compliance, and continuous process improvement.
- Serves as the Property Office business lead for eProp enhancements and the Momentum system transition, ensuring that future processes and systems support Institute property-management, accounting, reporting, and compliance needs.
- Builds productive relationships with DLCIs, Finance, Procurement, research-administration offices, faculty, staff, sponsors, auditors, government agencies, and vendors; provides clear guidance on complex property-management matters.
- Performs other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree in accounting, business administration, finance, or a related field
- Minimum of five (5) years of progressively responsible experience in property management, capital asset management, asset accounting, sponsored-research administration, or a related function
- Demonstrated supervisory experience, including experience leading, training, developing, and evaluating staff or directing the work of a team, program, or function
- Proficiency with Microsoft Office Suite, including Excel, Word, Outlook, and PowerPoint
- Knowledge of federal and MIT property-management regulations, including federal grants and contracts requirements related to capital equipment and government-owned property

- Experience with capital-equipment property-management processes, including one or more of the following: acquisition, capitalization, asset coding, depreciation, inventory, reconciliation, reporting, transfer, trade-in, or disposition
- Experience using property-equipment databases and enterprise financial, procurement, reporting, or research-administration systems
- Strong analytical, financial-reconciliation, problem-solving, and organizational skills, with exceptional attention to detail and accuracy
- Demonstrated ability to manage complex and high-volume work; balance competing priorities; meet deadlines; and ensure the timely completion of operational, financial, reporting, and compliance responsibilities
- Excellent written, verbal, interpersonal, and customer-service skills, with the ability to communicate complex property, accounting, and compliance requirements clearly to a broad range of stakeholders
- Demonstrated ability to exercise discretion, tact, sound judgment, and professionalism when handling sensitive, confidential, or complex matters
- Collaborative leadership style and demonstrated ability to build effective working relationships with staff, faculty, DLCIs, Finance, research-administration offices, sponsors, auditors, government agencies, vendors, and other stakeholders
- Demonstrated ability to identify operational needs, develop practical solutions, improve processes and internal controls, and lead work through to completion

Preferred

- Master's degree in accounting, business administration, finance, or a related field
- National Property Management Association (NPMA) certification
- Prior MIT experience
- Experience in a research-intensive academic institution, government-contractor environment, or similarly complex organization with significant capital-equipment and federally sponsored-research activity
- Experience administering government-owned property and applying federal requirements related to sponsored equipment, title, inventory, reporting, transfer, and disposition
- Experience supporting property-related Uniform Guidance, DCAA, Office of Naval Research, or other government or sponsor audits
- Experience with MIT systems, including eProp, SAP, Brio Query, and Kuali Coeus, or with comparable property-management, enterprise financial, procurement, reporting, and research-administration systems
- Experience leading or substantially contributing to a business-system implementation, system migration, process redesign, or continuous-improvement initiative

Supervision Received

Reports to the Assistant Controller, Sponsored Accounting, Property, and Accounts Receivable

Supervision Exercised

Will provide supervision to the entire Property Team

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 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.