

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance: Office of the Recording Secretary		
Job Title:	Mgmt 4, Compliance	Position Title:	Associate Director, Gift Compliance and Internal Controls
Reports to:	Director of Gift Administration and Recording Secretary	Prepared On:	May 2022 MIT Job # 21268
Level: 11	Salary Range: \$115,000-140,000	Hours per week/status: 40/Exempt	

General Overview

The Office of the Vice President for Finance (VPF) works to advance MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, this 165-person office is working to create a seamless administrative experience for MIT colleagues and make it easier 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

Position Overview Statement

The Associate Director of Gift Compliance and Internal Controls in the Office of the Recording Secretary (RSO) is a key member of the RSO management team and is responsible for ensuring data integrity for gift recording—including oversight and review of gift and pledge data entry—and compliance with internal and external reporting requirements and accounting standards. The Associate Director provides strategic direction and advises departments on donor compliance, manages internal and external audits of the RSO, and supervises staff.

Principal Duties and Responsibilities (Essential Functions)

- Serves as a key member of the RSO management team contributing to strategies for the RSO. Leads the compliance and internal controls function for the RSO
- Directs all compliance and supporting processes for internal and external audits of the RSO; reviews gift and pledge reports, audit selections, and all supporting documentation for outside auditors on behalf of the Institute and in support of the publication of the Institute's annual *Report of the Treasurer and Consolidated Statement of Financial Position*
- Advises leadership regarding audit status and potential audit concerns, and proposes gift process changes as a result of audit recommendations
- Organizes audit meetings and agenda, responds to auditor questions
- Partners with internal and external stakeholders to ensure compliance with internal and external reporting requirements and accounting standards
- Establishes internal controls and processes; makes recommendations for improvement to senior leadership
- Develops, reviews, and maintains gift and pledge financial tools and data entry; ensures integrity and accuracy of financial data and ensures that appropriate accounting standards are applied
- Develops and manages a compliance communication system to ensure consistency and to provide team members with timely and relevant information on changes in laws, regulations, and other compliance matters

- Directs and prepares detailed ad hoc financial reports on gifts and pledges for multiple constituencies across the Institute
- Prepares and provides documentation and analysis for audit reviews
- Uses SAP and financial reporting tools (BrioQuery, the Data Warehouse) to review complex financial data
- Analyzes historical data and donor pipeline reports to prepare proforma budgeting for gift and pledge revenue for the VPF Budget and Financial Analysis (B&FA) team
- Prepares fundraising cash flow modeling for specific programs or purposes as needed by B&FA and individual departments, labs, and centers (DLCs)
- Manages, assigns work, sets priorities, provides direction, trains, and supervises staff
- Reviews quarter and year-end financial reports, quarterly analysis of gift and pledge revenue fluctuations, and prepares gift and pledge data for Institute annual tax filings
- Develops and manages educational and training programs to ensure compliance and knowledge in the MIT community of legal, ethical, and regulatory compliance obligations
- Prepares detailed calculations for endowment decapitalizations and other unit/income adjustments
- Resolves discrepancies identified through reconciliation processes
- Oversees accurate modifications to gift data entry and updates on pledges
- Other duties as assigned

Qualifications

Required:

- Bachelor's degree in a related field
- A minimum of seven years in legal, finance, or gift operations experience or related field; experience with non-profit institutions preferred
- Understanding of Generally Accepted Accounting Principles (GAAP) for gift/pledge accounting and net asset case restrictions
- Expertise with fundraising databases, preferably Ellucian CRM Advance, SAP, and querying tools such as BrioQuery
- Advance analytical and problem-solving skills
- Excellent interpersonal and professional communications skills
- Must possess a high degree of professionalism, judiciousness, diplomacy, and sensitivity to the needs of multiple constituencies in an academic environment and demonstrated ability to maintain confidentiality
- Ability to set priorities, manage a variety of tasks while paying attention to detail, and work independently
- Demonstrated ability to assess and adjust priorities and respond to changing demands and deadlines
- Proficient skill in FileMaker Pro, Microsoft Word and Excel, and Apple products

Preferred:

- Knowledge of MIT policies, procedures, and operational systems
- Master's degree in accounting, finance, or related field

Supervision Received

Receives supervision from the Director of Gift Administration and Recording Secretary

Supervision Exercised

Senior Data Integrity Assistant

Remote Work

MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus. As of April 2022, this position is designated as one that can be performed in a hybrid model of three days per week remote, two days per week in the office, and is subject to change.

Covid Policy

MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request exemption from the vaccine requirement for medical or religious reasons. See [MIT Now](#) for more information on MIT's Covid policies. Offers of employment are contingent on an applicant's compliance with MIT's Covid-19 vaccine/exemption requirements.

A background check (including checking criminal records) will be required

MIT is unable to provide work authorization and/or visa sponsorship for this position.

This position has a 6-month probationary period for new employees to the Institute.

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.

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.