

## OFFICE OF THE VICE PRESIDENT FOR FINANCE



<b>Functional Area:</b>	Office of the Vice President for Finance: Financial Operations, Accounts Payable		
<b>Job Title:</b>	Accounting Assistant 2	<b>Position Title:</b>	Vendor Maintenance Specialist II
<b>Reports to:</b>	Manager of Accounts Payable	<b>Prepared On:</b>	July 2020
<b>Level: 5</b>	<b>Duration (if applicable):</b>	<b>Hours per week/status:</b> 40/Non-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 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. 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 Vendor Maintenance Specialist II will perform duties to support VPF Accounts Payable vendor maintenance operations. He/She will maintain knowledge of current department and Institute business functions and processes in order to anticipate and initiate actions on behalf of the Institute's vendor relationships. The position requires excellent customer service and relationship building skills. The Vendor Maintenance Specialist II will be responsible for ensuring compliance with all appropriate Institute, federal, and state policies and regulations. The ideal candidate will be a proactive worker with the ability to anticipate issues and provide guidance on solving problems.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Create and/or maintain vendor information accurately in SAP system/database
- Act as a conduit between department, lab, and center contacts and vendors to update and complete records
- Conduct due diligence on records for new and existing vendors to ensure the vendor compliance with federal regulations
- Oversee file feed uploads and downloads of vendor data from third parties (Office of Foreign Assets Control, Dunn & Bradstreet, the Internal Revenue Service (IRS), Convey Tax Compliance Systems, and others) and create new or update existing vendors in SAP in compliance with federal 1099 and 1042S reporting
- Prepare reports on vendor data for audits and regular updates to managers
- Ensure government compliance forms are filed including W9 and W8 forms for new vendors
- Collaborate with VPF Procurement Operations to maintain integrity of the vendor database
- Verify and enter invoices into financial systems as needed, to support Accounts Payable team
- Perform other duties as assigned

### QUALIFICATIONS

#### Required:

- High school diploma
- Three years of related experience, including at least one in customer service
- Ability to pay close attention to detail, ensure accuracy and follow through on all assignments and issues

- Strong written and verbal communication skills
- Demonstrated ability to juggle conflicting priorities from stakeholders
- Ability to work independently and as part of a team
- Ability to multitask and prioritize work
- Ability to learn new technologies and apply knowledge to resolve problems and implement data validation and management tools
- Proficiency in Microsoft Office

**Preferred:**

- Bachelor's degree
- Knowledge of SAP
- Purchasing and/or accounts payable experience, preferably in an academic setting
- Knowledge of Accounts Payable tools: Office of Foreign Assets Control, Dunn & Bradstreet, or Convey Tax Compliance Systems

**SUPERVISION RECEIVED**

Receives supervision from the Assistant Director of Accounts Payable

**SUPERVISION EXERCISED**

None

A background check (including checking criminal records) will be required for the final candidate.

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.*