

## MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE



<b>Functional Area:</b>	Office of the Vice President for Finance, Controllership, Accounts Receivable		
<b>Job Title:</b>	Accountant 2	<b>Position Title:</b>	Senior Staff Accountant
<b>Reports to:</b>	Manager of Accounts Receivable	<b>Prepared On:</b>	May 2021 -- MIT Job # 19594
<b>Salary Grade:</b> 7	<b>Salary Range:</b> \$72,000-\$80,000	<b>Hours per week/status:</b> 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 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

This role supports the Accounts Receivable (AR) team as an experienced contributor in reporting, compliance, analysis, and control of accounting and financial functions related to the Institute's accounts receivable, including state and federal filings and general ledger accounts. She/he provides exemplary customer service and support to the MIT community on complex sponsored research inquiries. The ideal candidate will be comfortable working under minimal supervision and with strict deadlines.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Performs invoicing for sponsored and general accounts receivable
- Acts as a technical knowledge resource to internal and external stakeholders by providing exemplary customer service on a broad range of issues related to sponsored and general accounts receivable, and resolution of those issues and concerns
- Prepares a variety of financial reports by gathering and analyzing sponsored and general accounts receivable data
- Gathers sponsored and general accounts receivable data in support of internal and external auditor requests
- Documents trends and suggest process improvements on financial findings, common questions and concerns from the community, and issues that may impact other sponsors and customers
- Reviews, corrects, and approves journal voucher requests to apply cash receipts to departments, labs, and centers (DLCs)
- Performs monthly close process, including balancing and reconciling accounts as necessary
- Supports review of quarterly close schedules related to Institute receivables
- Updates, maintains, and analyzes the team's operational dashboard which may include reviewing information prepared by the team with a focus on process improvements and operational issues
- Reviews sponsored research financial data reports created by team members
- Takes a leadership role on special projects



- Helps create and lead training sessions to educate the team and MIT community on Accounts Receivable topics
- Collaborates and partners with a wide variety of individuals across the Institute
- Contributes to positive team relationships, supports the training and development of other staff members
- Other duties and projects as assigned

## QUALIFICATIONS

### REQUIRED:

- Bachelor's degree in an accounting, finance, or related business area or equivalent work experience
- Minimum of three years of experience in financial operations including accounting and/or research administration
- Minimum of three years of experience delivering excellent customer service
- Advanced knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Demonstrated ability to swiftly identify issues and resolve with minimal guidance, and to escalate when necessary
- Strong analytical, problem solving, and organizational skills
- Highly organized with the ability to ensure timely delivery of all responsibilities and assignments
- Must be able to manage multiple tasks while paying attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
- Collaborative working style to foster interpersonal relationships within the team and the broader community
- Flexibility and willingness to pitch in with the team to get the job done on all tasks, and to modify approach as required by the situation
- Demonstrated adaptability and flexibility to learn new tasks, take on new assignments, and support team initiatives

### PREFERRED:

- Demonstrated sponsored research administration experience including financial audit of sponsored research awards, reviewing and recording journal entries
- Experience with SAP or similar enterprise accounting systems, Brio Query, and Cognos
- Prior MIT experience

### SUPERVISION RECEIVED

Reports to Manager of Accounts Receivable

### 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 six-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.*

