

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance: Controllership, Financial Accounting and Reporting (FAR)		
Job Title:	Accountant 3	Position Title:	Accounting Officer
Reports to:	Manager of G/L Operations and Financial Reporting	Prepared On:	June 2020 MIT Job # 18359
Level: 8	Duration (if applicable):	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 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 Accounting Officer is responsible for financial reporting, compliance, analysis, control, and improvement of complex accounting and financial functions of assigned areas. Major duties include development of and improvements to accounting, data and reporting processes, review and management of financial data using SAP and other financial reporting tools and acting as a resource to VPF staff and the MIT community. The ideal candidate will have excellent knowledge of accounting and financial reporting, and a capacity to provide excellent customer service to the MIT community, and to communicate complex issues effectively.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Assist VPF and broader MIT community on questions regarding financial accounting and reporting, and the development of accounting structures and financial reports
- Manage master data creation and maintenance (including general ledger (G/L) accounts, profit centers, and cost objects) related to the Institute's trial balance and financial statements
- Is responsible for monthly and year-end close process in SAP, with the assistance of the staff accountants in G/L Operations
- Serve as the primary resource for financial data and reporting to Financial Accounting and Reporting (FAR) and the MIT community on reporting needs and tools (BrioQuery, Cognos, Tableau) in collaboration with other VPF staff, the MIT community and IS&T's Data Warehouse and SAP teams
- Perform financial analysis within key accounting areas and identify, research, and resolve accounting issues
- Actively participate in audit activities, such as year-end close, A-133 audit and other ad-hoc reviews as required
- Develop, implement, monitor, and report budget performance
- Is responsible for reports and schedules in support of internal and external financial reporting, including those related to the quarterly and year-end close processes
- Is responsible for processing intricate journal entries related to adjustments to research accounts
- Evaluate, document, and provide recommendations to improve the efficiency and accuracy of business processes and assist with implementation

- Analyze work processes and operations at FAR, evaluate related information systems functionality to identify gaps, offer solutions, and measure the impact of new measures to ongoing business operations
- Provide end-user operational support and address ad hoc requests for data
- Provide interpretation and guidance on MIT financial policies and/or financial regulations
- Identify needs and participate in the development and delivery of training classes for financial staff across the MIT community
- Participate in and/or lead special projects
- Other duties as assigned

QUALIFICATIONS

Required:

- Bachelor's degree in accounting, business, or related field
- At least four years related experience in financial accounting and reporting
- Demonstrated experience delivering exemplary customer service
- Proficiency in Microsoft Excel and Word
- Excellent problem identification and problem-solving skills
- Demonstrated ability to work both independently and as part of a team
- Ability to manage conflicting priorities, meet strict deadlines, and manage multiple tasks effectively
- Strong collaborative, proactive, interpersonal and communication skills
- Ability to collaborate with a diverse group of individuals from varying backgrounds and levels
- Able to function in a complex, busy, changing environment while meeting necessary deadlines
- Experience with reporting tools such as BrioQuery and/or Cognos

Preferred:

- Experience in corporate finance, financial reporting, budgeting, accounting, and managing complex business processes
- Experience defining and creating reports and dashboards strongly preferred
- Master's degree
- Certified Public Accountant (CPA)
- Experience with SAP or similar accounting and reporting systems
- Experience in higher education or non-profit accounting a plus

SUPERVISION RECEIVED

Manager of G/L Operations and Financial Reporting

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.