

Job Description – MIT Job #22377

Functional Area:	Office of the Vice President for Finance, Controllershship, Accounts Receivable		
Job Title:	Accountant 3	Position Title:	Accounting Officer, Accounts Receivable
Reports to:	Manager of Sponsored Accounts Receivable	Prepared on:	February 2023
Salary Grade: 8	Salary Range: \$80,000-\$90,000	Hours per week/status: 40/Exempt	

Accounting Officer, Accounts Receivable

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, 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

Position Overview

The Accounting Officer, Accounts Receivable (AR) acts as a specialist in reporting, compliance, analysis, and control of accounting and financial functions related to the Institute’s sponsored accounts receivable, including state and federal filings and general ledger accounts. The Accounting Officer acts as a team leader to directly support AR leadership. The duties and issues delegated to this person are often challenging and require analysis to understand and resolve. The Accounting Officer will have extensive experience and expertise in accounts receivable and demonstrated experience leading projects and/or teams.

Principle Duties and Responsibilities

- Perform complex reporting, analysis, and control of accounting and financial functions for accounts receivable administration, including monthly dashboards and reporting for senior leadership
- Research, analyze, implement, and maintain projects to further VPF’s financial capacity to support the Institute’s sponsored research activities
- Identify and coordinate improvements and automation efficiencies to AR operations-related business processes, recommends action steps and, where necessary, assists with system integrations, testing, and upgrades for business functionality
- Help partner with Research Administration Services (RAS) and departments, labs, and centers (DLCs) across campus and VPF colleagues on projects to deliver continuously improved sponsored award administration for the Institute
- Oversee and assist with invoice entry via online portals and collection efforts
- Represent the Controllershship in collaborations to develop new policies and procedures for Accounts Receivable, including process automation,
- Lead presentations for key stakeholders and training sessions for the MIT community
- Document financial, accounting, and operational guidance, policies, procedures, technical advice, opinions, and memoranda as necessary for the Institute’s internal files, external auditors, or other parties
- Serves as a training resource to less experienced staff

- Other duties as assigned

Qualifications

Required

- Bachelor's degree in finance, accounting, or business administration or equivalent experience
- At least four years of financial accounting or audit experience
- Minimum one year of experience in project management
- Demonstrated expert knowledge of accounting principles and relevant federal regulations for accounts receivable, including those specific to research and nonprofit organizations
- Excellent analytical, project management, problem-solving, and organizational skills
- Demonstrated interest in developing and leading training sessions for the MIT community
- Demonstrated interest in delivering presentations to VPF and MIT leadership
- Highly organized with the ability to drive and manage multiple priorities, projects, and collaborate with project team members across the Institute and ensure the project team's timely delivery of project deliverables
- Ability to exhibit poise, composure, and confidence when confronting stressful or high-pressure situations
- Strong consultative, written and verbal communication, team building, and leadership skills
- Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
- Excellent Microsoft Excel, Word, and PowerPoint skills
- 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

Preferred

- Master's degree in finance, accounting, or business administration
- Experience with accounts receivable and collections processes with significant AR intake and volume
- Experience with review and interpretation of legal agreements and contracts to determine billing responsibilities
- Experience analyzing performance-driven data and metrics
- Knowledge of financial operations of nonprofit organizations or higher education, preferably at MIT
- Experience with SAP or similar enterprise accounting systems
- Knowledge of reporting systems such as Brio, Tableau, or Coeus
- Certified Public Accountant (CPA)

Supervision Received

Reports to the Manager of Sponsored Accounts Receivable

Supervision Exercised

None

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.

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

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.

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 February 2023, this position is designated as one that can be performed in a hybrid model of one day in the office every other week, although this 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 an 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.

Diversity, Equity, & Inclusion

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.