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. The ideal candidate will have excellent knowledge of payroll and related taxes, tax filings, and financial reporting, provide excellent customer service to stakeholders, and seek out and support opportunities for improvements to accounting, data, and reporting processes. The candidate will act as a team leader to directly support senior leadership. The duties, issues, and reconciliations delegated to this person are often challenging and require analysis in order to resolve. The Accounting Officer will have demonstrated experience leading projects and collaborating with teams.

Principal Duties and Responsibilities (Essential Functions)

- Primarily responsible for managing compliance, reporting, and liability, related to payroll operations on a semimonthly, monthly, quarterly, and annual basis
- Manage and maintain MIT’s relationships and compliance with all U.S. states
- Identify, research, and resolve employment-related tax compliance issues in all U.S. states and countries in which MIT has identified operations
- Research and respond to notices from the Internal Revenue Service (IRS) and individual U.S. states
- Leverage knowledge and experience with registration and maintenance of tax withholding payments and filings
- Perform financial analysis within key accounting areas, and identify, research, and resolve the cause of outstanding issues
- Support the processes related to quarterly and annual federal and state payroll tax filings and reconciliations for forms including W-2, 1042, 1099R, 1099K, 1099M
- Responsible for reconciliation of liability accounts
- Update and correct tax forms by posting adjustments on FICA, federal, state, and deductions for health insurance, and pension plans
- Serve as part of the team responsible for managing all federal and 3rd party remittances on a daily and monthly basis
- Assist the MIT community with salary overpayments and funds recovery
• Take ownership of reports and schedules in support of both internal and external financial reporting, including those related to the quarterly and year-end close processes, 990s reporting, audit, and community requests
• Evaluate, document, and provide recommendations to improve the efficiency and accuracy of business processes and implement improvements as needed
• Assist in audit activities, such as year-end close, and other ad-hoc reviews as needed
• Serve as a resource for information, payroll data, and reporting to a variety of stakeholders, including VPF staff, the larger MIT community, and external teams
• Cross train VPF staff, serve as backup for tax remittance, deduction remittance, and claims
• Other duties and special projects as assigned

Qualifications
Required:
• Bachelor’s degree in finance, accounting, or business administration
• Minimum of four years of financial accounting, reconciliation or reporting experience
• Minimum one year of experience in project management
• Demonstrated knowledge of accounting principles and relevant federal regulations for payroll operations, preferably those specific to research and non-profit organizations
• Demonstrated experience delivering exemplary customer service
• Superior Microsoft Excel, Word, and PowerPoint skills
• Excellent analytical, problem solving, and organizational skills
• Highly organized with the ability to drive and manage multiple priorities and projects and ensure the timely delivery of all responsibilities and assignments
• Ability to exhibit poise, composure, and confidence when confronting stressful or high-pressure situations
• Strong written and verbal communication skills
• Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
• Ability to foster interpersonal relationships both within team and the wider 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

Preferred:
• Master’s degree in finance, accounting, or business administration
• Experience defining and creating reports and dashboards
• Experience with SAP or similar accounting and reporting systems is highly desirable
• Experience with Brio Query (or similar database software) and/or SAP
• Knowledge of financial operations of nonprofit organizations or higher ed, preferably at MIT
• Certified Public Accountant (CPA)

Supervision Received
Receives supervision from the Manager, HR/Payroll Operations, Accounting, and Tax

Supervision Exercised
None

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 August 2022, this position is designated as one that can be performed in a hybrid model of one day per week in the office, 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 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.

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 and/or visa sponsorship for this position.

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

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.