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 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 works within the Controllership on the Financial Accounting and Reporting (FAR) team and is responsible for financial reporting, compliance, analysis, control, and ongoing development of complex accounting and financial functions of assigned areas. Major duties include development of, and improvements to, accounting and reporting processes, review and management of financial data using SAP and other financial reporting tools, and collaboration with VPF teams, the broader MIT community, and external parties. She/He will have excellent knowledge of accounting and financial reporting, be accountable for all assigned work, provide excellent customer service to the MIT community, and be able to communicate complex issues effectively. Ideal candidates demonstrate the ability to be a proactive, positive problem-solver, an adaptable and forward-thinking colleague who seeks out and supports opportunities for improvement and pursues development opportunities.

Principal Duties and Responsibilities (Essential Functions):

- Oversees endowment, gift, pledge, and investment accounting and reporting; serves as the key liaison to MIT’s Investment Management Company (MITIMCo) and the Office of the Recording Secretary (RSO)
- Is responsible for reports and schedules that support internal and external financial reporting, including those related to the quarterly and year-end close processes
- Assists the MIT community with questions related to financial accounting and reporting, and develops accounting structures and financial reports in response to staff needs
- Develops expertise in services provided by FAR and delivers tools, reports, analysis, and other solutions for FAR’s clientele, primarily departments, labs, and centers (DLCs)
- Analyzes work processes and operations at FAR, evaluates related information systems functionality to identify gaps, offers solutions, and measures impact of new measures to ongoing business operations
- Performs financial analysis within key accounting areas while identifying, researching, and resolving the cause of accounting issues
- Maintains an awareness of Generally Accepted Accounting Principles (GAAP) and other regulatory requirements as applicable to higher education
• Assists with monthly journal entries of Life Income Funds and Donor Advised Funds
• Coordinates audit-related activities, ensuring appropriate and accurate data is provided in a timely manner
• Participates in the development and delivery of training classes to financial staff across the MIT community
• Provides end-user operational support and addresses ad hoc requests for data
• Other duties and special projects as assigned

Qualifications & Skills:

Required
• Bachelor’s degree in finance, accounting or equivalent experience
• At least four years of financial accounting or audit experience
• Demonstrated experience with project management and/or process improvement implementation
• Demonstrated expert knowledge of accounting principles and relevant federal regulations, preferably those specific to research and non-profit organizations
• Excellent analytical, project management, problem-solving, and organizational skills
• Highly organized with the ability to drive and manage multiple priorities and projects, and collaborate with project team members across the Institute to ensure the project team’s timely delivery of project deliverables
• Ability to exhibit poise, composure, and confidence in stressful or high-pressure situations
• Strong consultative, team building, and leadership skills
• Excellent written and verbal communication 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
• SAP experience
• BRIO, FlySpeed, or Toad database management experience
• Experience with reporting tools and with accounting and reporting systems
• Experience in higher education or non-profit accounting
• Master’s Degree
• Certified Public Accountant (CPA) preferred

Supervision Received:
Receive supervision from the Manager of Investment and Gift Accounting

Supervision Exercised:
None

Remote Work:
MIT is committed to supporting a safe and equitable workplace. MIT and VPF has developed guidance, policies, and models for returning to work on campus. As of January 2022, this position is designated as one that can be performed in a hybrid model of one day in the office every other week, and 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.

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.