Assistant Controller for Sponsored Accounting, Property, and 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, 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
The Assistant Controller provides leadership, management, and oversight for the teams responsible for various accounting, compliance, and reporting functions. These functions include but are not limited to accounting, operations, and reporting for sponsored research, property, and accounts receivable, as well as collaboration with many financial and administrative units across the Institute.

Principle Duties and Responsibilities

- Leads a team of more than 25 staff covering the areas of sponsored accounting, property, and accounts receivable
- Directs VPF’s sponsored research accounting functions to ensure compliance with MIT’s and external sponsors’ financial reporting, accounting, and compliance requirements, Uniform Guidance regulations, and other applicable sponsored research related government laws, compliance requirements, and guidelines
- Directs VPF’s property functions, including the creation of property accounting records for newly acquired equipment on campus, inventory and control of movable equipment, acquisition by loan or transfer of government property, reporting, accounting, and compliance
- Directs VPF’s accounts receivable functions, including the execution of monthly invoicing cycles, payment identification, cashier operations, collections, billing issue resolution, liquidity analysis, reporting, accounting, and compliance
- Works closely and collaborates with the Controller and the Controller’s senior staff to provide tactical and strategic response, planning, communications, and advisory support for financial risk, accounting issues, reporting challenges, financial operations questions, organizational change, and other significant inquiries or requests from the Vice President for Finance and MIT leadership
- Collaborates and partners with many VPF business units (including Financial Operations, Budget & Financial Analysis, Treasury, Gift Administration and Recording, Financial Systems, and Strategic Sourcing and Contracts) regarding financial functions, transactions, contracts, analysis, systems and data, controls, planning, compliance, accounting, and reporting
- Collaborates and partners with Institute central administrative units (including the Office of the Vice President for Research, Office of the Vice President for Campus Services and Stewardship, Information Systems and Technology, and the Office of the General Counsel) regarding planning and compliance, sponsored research accounting and reporting, property accounting and operations, accounts receivable accounting and operations, and financial analysis
- Collaborates and works closely with MIT’s departments, labs, and centers (DLCs) to meet their varied and unique sponsored accounting, property, and accounts receivable needs, particularly in areas of compliance and reporting; provides thought leadership for and assists with the rollout of new tools and processes to DLCs in these areas
- Identifies areas of financial risk to the Institute and assists with solutions to ensure compliance with audit and regulatory requirements; monitors regulatory changes and advises on related impact to the Institute
- Leads the development, improvement, and documentation of controls, processes, practices, procedures, and policies in all areas of oversight
- Works closely and collaborates with the Controller and the Controller’s senior staff to provide thoughtful leadership to highly functioning teams. Sets expectations for operational excellence and holds teams accountable while maintaining a high level of team engagement. Adapts team structure to ensure optimal work management and distribution, effective cross-training, and a high degree of professional development. Leads succession planning to proactively position all areas of oversight to meet the changing needs of the Controllership and the Institute
- Develops team strategies and presents operational improvement plans to the Controller
- Assists with leading other financial accounting, reporting, analysis, review, and audit as needed
- Other duties as assigned

Qualifications

Required
- Master’s degree in a related field
- Certified Public Accountant (CPA) or international equivalent
- 10+ years of accounting experience
- Relevant, up-to-date knowledge of Generally Accepted Accounting Principles (GAAP)
- Proven leadership abilities
- Demonstrated risk management skills
- Organizational compliance process management expertise
- Demonstrated collaborative problem-solving and management skills
- Excellent interpersonal, analytical, accounting, and financial skills
- Strong communication skills with the ability to interact with individuals at various levels of the organization
- Excellent presentation skills
- Close attention to details
- Demonstrated skills as a team builder

Preferred
- Master’s degree with a concentration in finance or accounting
- Non-profit or higher education experience
- Experience with SAP or other enterprise systems and reporting software
- MIT experience
Supervision Received

Reports to the Controller

Supervision Exercised

Will provide supervision to Senior Managers and Assistant Managers/Accounting Officers and their teams

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 October 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 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.

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 six-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.