

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance, Controllership, Sponsored Accounting		
Job Title:	Mgmt 2, Accounting	Position Title:	Assistant Manager, Sponsored Accounting
Reports to:	Manager of Sponsored Accounting	Prepared On:	May 2019
Grade: 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 Assistant Manager, Sponsored Accounting is responsible for all team deliverables related to managing sponsored billings, collections, financial data and analysis, and industrial post-award administration for the Institute. The Assistant Manager oversees a five-member team that is responsible for revenue reconciliation, audit, and financial reporting of sponsored awards and providing analytics of research related data. She/he provides excellent customer service to MIT community members and external sponsors, through consistent and effective collaborations.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Manage all sponsored accounts receivable billing and collections functions
- Oversee resolving issues pertaining to current billing, audit, and industrial close-out actions and identify opportunities for process improvements on a continuous basis
- Oversee the industrial closeout team responsible for closing out sponsored awards
- Serve as a backup for industrial and federal financial report approvals, and for approving journal vouchers created by the MIT community as needed
- Manage sponsored research-related audit activities, including the federal Uniform Guidance (A-133) Report, year-end close, and other ad-hoc reviews as required
- Respond in a timely manner to complex questions from internal and external stakeholders on sponsored accounting issues and forward questions to team members for follow-up as needed
- Build and maintain a team that embraces positive relationships with a variety of constituents; support hiring, overall supervision, performance, annual review, motivation, training, and development of staff
- Manage and review internal cost audits on terminated grants and contracts
- Manage all information concerning active and terminated grants and contracts
- Manage reconciliation process for work in progress amounts to be billed through the SAP billing system
- Implement policies and procedures regulating grants and contracts to ensure funds will be expended in accordance with established government agency policies

- Prepare and provide training presentations for the MIT community
- Participate in discussions with Institute administrators and principal investigators relative to account activities, policies, and procedures
- Offer suggestions or technical support to facilitate in process improvement
- Identify, review, elevate, and report technical issues, team concerns, and day-to-day operations to supervisor
- Work closely with the Office of Sponsored Programs (OSP), as well as MIT departments, labs and centers (DLCs) to maintain and update information concerning active and terminated grants and contracts
- Monitor activity on sponsored awards to ensure funds are expended in accordance with the sponsor agreement and established MIT policies
- Act as a core member of the VPF Sponsored Accounting leadership team, driving team initiatives and providing support to Controllershship leadership
- Other duties and projects, as assigned

QUALIFICATIONS

Required:

- Bachelor's degree in accounting, finance, or business administration
- Minimum of four years of experience in financial operations, including accounting and account reconciliation
- Demonstrated knowledge of accounting principles and relevant federal regulations for sponsored accounting, including those specific to research and non-profit organizations
- Ability to manage multiple tasks under strict deadlines while paying attention to detail
- Excellent collaborative, interpersonal, written, verbal, and customer service skills
- Demonstrated ability to work as part of and add value to a team
- Demonstrated ability to respond to general inquiries and use sound judgement to recognize when to escalate questions and concerns to senior management
- Ability to take ownership and responsibility for tasks Independent ability to manage assigned workload, designate and assign tasks to team members
- Excellent attention to detail, quality of work, and timeliness of deliverables
- Demonstrated training and coaching skills
- Demonstrated adaptability and flexibility, and ability to reprioritize work load as necessary

Preferred:

- Experience with billing processes, managing accounts receivable, or sponsored grants/contracts accounting
- Prior management experience
- Familiarity with Microsoft Office Suite
- Advanced experience with SAP, Excel, database software such as Brio Query, Cognos and FileMaker
- Certified Public Accountant (CPA)
- Prior MIT experience
- Knowledge of research administration

SUPERVISION RECEIVED

Receives supervision from the Manager of Sponsored Accounting

SUPERVISION EXERCISED

The Assistant Manager will supervise a team of five accountants

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.