

## OFFICE OF THE VICE PRESIDENT FOR FINANCE



<b>Functional Area:</b>	Office of the Vice President for Finance, Controllershship, Accounts Receivable		
<b>Job Title:</b>	Mgmt 2 - Accounting	<b>Position Title:</b>	Assistant Manager, Accounts Receivable
<b>Reports to:</b>	Senior Manager of Accounts Receivable	<b>Prepared On:</b>	May 2022 MIT Job # 21248
<b>Salary Grade:</b> 8	<b>Salary Range:</b> \$80,000-\$90,000	<b>Hours per week/status:</b> 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 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 for Accounts Receivable manages a small team that is responsible for Institute billings, collections, revenue reconciliation, accounts receivable journal entries, and data analysis and reporting. As a core member of the Accounts Receivable leadership team, this person will drive team initiatives and provide support to Controllershship leadership. The ideal candidate can manage operations with a focus on metrics and analytics, with excellent attention to detail. She/he is self-motivated and takes initiative, can operate independently with moderate direction, and exercise good judgment in support of team leadership. She/he exemplifies VPF's high standards of customer service excellence and collaboration with the MIT community and external stakeholders.

### Principle Duties and Responsibilities (Essential Functions):

- Help manage Institute accounts receivable customers, billing, and collections functions
- Oversee the process for resolving issues for current billing and collections, and identify opportunities for continuous process improvement
- Approve financial reports and journal vouchers created by the MIT community
- Respond promptly to complex questions from internal and external stakeholders regarding Institute accounting issues and forward questions to team members for follow-up
- Foster a positive team culture that values professionalism, operational excellence, outstanding customer service, and continuous process improvement
- Support hiring, overall supervision, performance, annual review, motivation, training, and development of direct reports
- Manage the reconciliation process for work in progress transactions that will be billed through the SAP billing system
- Assist with managing the cash application for incoming funds
- Help manage the collections process for unpaid invoices
- Prepare and provide training presentations for the MIT community
- Help lead team discussions with Institute administrators and principal investigators relative to account activities, policies, and procedures
- Provide expert financial analysis as needed to departments, labs, and centers, and to internal VPF teams

- Identify, review, elevate, and report issues, team concerns, and day-to-day operations to team leadership
- Work closely with Research Administration Services (RAS) and departments across campus to ensure integrity of key stakeholder data
- Help lead special projects and other duties as required

### **Qualifications:**

#### Required:

- Bachelor's degree in accounting, finance, business administration or equivalent experience
- At least four years of experience in an accounting environment
- Demonstrated experience with project management and/or process improvement implementation
- Ability to manage multiple tasks under strict deadlines while paying close attention to detail
- Expertise with Microsoft Office Suite
- Excellent collaborative, interpersonal, written and verbal communication, and customer service skills
- Demonstrated ability to work as part of a team, and add value to a team
- Demonstrated ability to respond to inquiries while using sound judgment to escalate questions and concerns to senior management when necessary
- Independent ability to manage an assigned workload and designate and assign tasks to members of the team
- Ability to exhibit poise, composure, and confidence when confronting stressful or high-pressure situations
- Ability to take ownership and responsibility for tasks
- Excellent attention to detail, quality of work, and timeliness of deliverables
- Demonstrated training and coaching skills
- Demonstrated ability to reprioritize workload as necessary
- Demonstrated adaptability and flexibility

#### Preferred:

- Previous management experience
- Certified Public Accountant (CPA)
- Experience with billing processes, managing accounts receivable or sponsored grants/contracts accounting
- Knowledge of SAP, Quali Coeus, Brio Query, and Cognos
- Experience analyzing performance driven data and metrics
- Prior MIT experience
- Prior research administration experience including sponsored grants and contracts

### **Supervision Received**

Receives supervision from the Senior Manager of Accounts Receivable

### **Supervision Exercised**

The Assistant Manager will supervise a team of senior staff and staff accountants

### **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 May 2022, this position is designated as one that can be performed in a hybrid model of three days per week remote, two days per week in the office, 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.*