

## OFFICE OF THE VICE PRESIDENT FOR FINANCE

### Job Description



<b>Functional Area:</b>	Office of the Vice President for Finance: Controllership		
<b>Job Title:</b>	Accountant 3	<b>Position Title:</b>	Accounting Officer
<b>Reports to:</b>	Manager of Benefits Accounting	<b>Prepared On:</b>	May 2021 MIT Job # 19721
<b>Level: 8</b>	<b>Duration (if applicable):</b>	<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 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 for Benefits Accounting is responsible for the accounting and reporting of the Institute's employee benefit and compensation programs. This includes supporting the team to assess and establish appropriate financial controls and administrative processes that ensure accurate and compliant external reporting of benefit expenses and liabilities. She/he will help establish internal reporting and communication capabilities to meet internal business unit reporting needs. Duties include accurately recording benefits expenses, compiling financial statements and audit support, developing and improving accounting, data, and reporting processes, reviewing and managing financial data using SAP and related financial reporting tools. The ideal candidate will have excellent knowledge of accounting and financial reporting, a general knowledge of employee benefits programs, and be able to communicate complex issues effectively.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Assists in retirement benefit plans accounting; serves as a liaison to benefit insurance providers, auditors, actuaries, units within the Office of the Vice President for Finance, MIT Human Resources, and the broader MIT community
- Works with insurance providers to accurately record benefit costs, provide all required information and helps prepare financial statements for retirement plans; provides required financials to actuaries
- Performs reconciliation of employee and benefit data from service provider reports to SAP
- Provides financial analysis and internal reporting; identifies, researches and resolves accounting and internal control issues in benefits and compensation accounting systems
- Develops, implements and maintains appropriate internal controls and procedures for all areas involved with benefits and compensation accounting transactions
- Participates in and/or leads special projects
- Other duties as assigned

### QUALIFICATIONS

**Required:**

- Bachelor's degree in accounting, business, or related field
- At least four years of related experience in financial accounting and reporting
- Knowledge of accounting principles and relevant federal regulations
- Experience with compliance reporting
- Proficiency in Microsoft Excel and Word
- Excellent problem identification and problem-solving skills
- Demonstrated ability to work both independently and as part of a team
- Ability to manage conflicting priorities, meet strict deadlines, and manage multiple tasks effectively
- Strong collaborative and interpersonal communication skills
- Ability to function in a complex, busy, and changing environment while meeting necessary deadlines
- Experience with reporting tools

**Preferred:**

- Experience in human resources and payroll operations and systems
- Experience in benefits accounting, finance, financial reporting, and managing complex business processes
- Master's degree
- Experience with SAP, Brio, or similar accounting and reporting systems
- Certified Public Accountant (CPA)

**SUPERVISION RECEIVED**

Manager of Benefits Accounting

**SUPERVISION EXERCISED**

None

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.*