**Job Description – MIT Job # 22607**

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Financial Operations</th>
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<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Accountant 3</td>
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<td><strong>Reports to:</strong></td>
<td>Director of Financial Operations</td>
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<tr>
<td><strong>Salary Grade:</strong></td>
<td>8</td>
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<tr>
<td><strong>Salary Range:</strong></td>
<td>$80,000-$90,000</td>
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<tr>
<td><strong>Position Title:</strong></td>
<td>Financial Compliance Administrator</td>
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<td><strong>Prepared on:</strong></td>
<td>April 2023</td>
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<tr>
<td><strong>Hours per week/status:</strong></td>
<td>40/Exempt</td>
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**About the Office of the Vice President of Finance:**

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute’s financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT’s main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT’s comprehensive benefits package demonstrates a commitment to our employees’ well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

**Position Overview**

The Financial Compliance Administrator position will be responsible for identifying financial internal control risks and trends that enable department, lab, or center (DLC) managers and Institute leadership to make informed decisions. This position will be responsible for the development of financial analysis and reporting and for monitoring transactions in key financial risk areas. The Administrator will be responsible for identifying outliers, trends, or other anomalies and then designing procedures to investigate such findings. The successful candidate will determine requirements for analytical dashboards and work with internal and external technical support teams to implement monitoring tools. This position is also responsible for communicating and escalating findings as necessary, which includes alerting other departments of findings and reinforcing training opportunities.

**Principle Duties and Responsibilities**

- Performs financial reporting, analysis, and control of accounting data from financial operations systems within Financial Operations including Accounts Payable, Procurement, Travel and Card Services, and HR/Payroll
- Identifies potential financial issues, fraud, risks, and possible solutions. Employs judgment and expertise when informing appropriate stakeholders
Reviews existing business processes and internal controls, makes recommendations for improvements, and assists with the implementation of improvements

Coordinates audit-related activities and ensures appropriate and accurate data is provided in a timely manner

Interprets accounting and financial data to provide counsel to management at all levels, including MIT leadership and managers of departments, labs, and centers. Provides findings and makes recommendations based on results determined in their analysis.

Establishes, implements, and maintains strong internal controls across all financial operations data.

Recommends improvements to financial reporting, analysis procedures, and policies.

Educates staff on accounting and financial policies and procedures

Analyzes and synthesizes information to create accurate and timely internal control reports. Designs internal financial control reporting to meet the compliance needs of internal and external users. Consolidates data from multiple sources. Prepares, analyzes, and reviews internal control reports and procedures and performs data analytics over key financial compliance areas.

Provides a high level of service that cultivates and maintains strong working relationships. Effectively communicates information. Takes ownership and accountability for timeliness, accuracy, and relationship management.

Coordinates and delivers training on accounting policies and requirements for the MIT community.

Oversees periodic financial system testing to improve processes, workflows, and analytical dashboards.

Performs other miscellaneous financial compliance duties or analyses and leads special projects as assigned

Qualifications

Required

- Bachelor’s degree, preferably in accounting, business, or finance
- Minimum four years of experience in financial operations, including accounting and account reconciliation
- Knowledge of accounting principles and relevant federal regulations for specialty areas, including those specific to research and non-profit organizations
- Detail-oriented with a comprehensive knowledge of financial and internal control concepts
- Ability to integrate and analyze multiple pieces of financial information to identify themes, trends, and issues
- Experience analyzing internal controls and procedures related to financial processes with previous audit experience
- Demonstrated ability to assess and identify risks or fraud within a process and develop a response plan
- Demonstrated ability to design and help implement effective processes or controls in response to identified risks or fraud
- Experience in executing procedures to investigate potential risk areas within an organization
- Exceptional analytical and problem-solving abilities
- A proven capability to handle multiple priorities and ensure timely follow-through
- Excellent written and verbal communication skills
- Proficiency with Microsoft Word and Excel

Preferred

- Experience with AppZen travel and expense audit platforms
- Knowledge of SAP, Brio Query, and Cognos
- MIT or other higher education experience
- Certified Public Accountant (CPA)
Supervision Received
Reports to the Director of Financial Operations

Supervision Exercised
None

Additional Information
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 or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

Diversity, Equity, and Inclusion
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.

VPF is Mission Focused
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, the 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.