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 Global Operations Manager leads VPF’s global operations and processes; provides international and domestic business, financial, and operational expertise, analysis, and support to VPF and Institute leadership; identifies, prioritizes, and leads projects to improve financial and operational systems and processes, and; ensures that the Institute and its affiliates meet overseas compliance and reporting requirements. They will operate with a high level of independence and demonstrate collegiality and collaboration, functioning as technical global financial operations leader and adviser to senior leadership. They will supervise the Senior Global and Accounting Operations Specialist.

Principle Duties and Responsibilities

- Manage business, financial, and operational reporting and compliance requirements of MIT’s foreign operations, branches, and subsidiaries.
- Manage the maintenance and ensure the accuracy of information related to all accounting and financial reporting for select MIT international and domestic entities and collaborations.
Actively and independently identify, research, analyze, implement, and maintain projects to further VPF's financial capacity to support the Institute's global activities.

Conduct analysis of local business, financial, and operational rules for those countries where MIT has a presence or is considering establishing a presence to determine the potential impact on the Institute and develop related compliance mechanisms in support of MIT's research, collaboration, and investment activities.

Provide excellent customer service while serving as an experienced, knowledgeable, and technical resource for financial operations to the community.

Identify and coordinate improvements and automation efficiencies to global operations-related business processes, recommend action steps and, where necessary, lead system integrations, testing, and upgrades for business functionality.

Manage ongoing relationships with external auditors, payroll providers, and business services organizations.

Develop and deliver presentations and training materials to key stakeholders in the MIT community.

Ensure that appropriate documentation of financial, accounting, and operational guidance, policies, procedures, technical advice, opinions, and memoranda is updated in the Institute's internal files, and readily available to internal and external auditors or other parties.

Lead special and ad-hoc projects and report on them to senior leadership.

Manage the Senior Global and Accounting Operations Specialist: oversee work, provide guidance on professional development, and conduct performance and salary reviews.

Travel to conferences and sites of Institute activity to represent the VPF Tax and Global Operations team and MIT, as needed.

Assist with related duties and special projects in the international and domestic financial operations area as assigned.

Qualifications

Required

- Bachelor's degree in accounting or related field
- At least seven years of experience in financial operations, including accounting and account reconciliations
- Demonstrated experience with global business operations
- Strong command of U.S. Generally Accepted Accounting Principles (GAAP) and relevant federal regulations
- Ability to quickly learn and master accounting information systems and reporting tools
- Ability to use discretion, tact, and good judgment for working with highly sensitive and confidential information
- Strong customer service focus
- Strong leadership, analytic, problem-solving, and organizational skills, with a high attention to detail
- Ability to manage multiple challenging projects simultaneously in a fast-paced setting with non-negotiable deadlines
- Self-motivation and ability to manage issues, processes, and projects actively and independently from start to completion
- Ability to work across teams in a highly collaborative environment to build consensus and anticipate outcomes to drive processes forward
- Flexibility and willingness to pitch in with the team to get the job done on all tasks, and to modify approach as required by the situation
- Strong consultative, written, and verbal communication skills
- Excellent Excel, Word, and PowerPoint skills

Preferred
Certified Public Accountant (CPA)
JD or master’s degree in an international finance and accounting-related field
Demonstrated experience establishing and maintaining global operations for nonprofit organizations, especially colleges and universities
Familiarity with sponsored research accounting, gift, and other income accounting, preferably in an academic setting
Familiarity with global tax concepts such as income taxation treaties, transfer pricing, withholding tax, and tax implications of global mobility programs and permanent establishments
Knowledge of international mobility issues, such as travel expense policies and guidelines, tax and legal residency standards, secondment agreements, individual income tax liability and compliance, equalization, and relocation matters
Experience with foreign and functional currency issues, setting up foreign bank accounts, intercompany agreements, selecting local business support providers, and subsidiary back-end operations
Familiarity with MIT financial, administrative, and operational policies and procedures
Prior management experience, preferably in financial operations
Experience with SAP or similar enterprise resource planning systems

Supervision Received
Reports to the Director of Tax and Global Operations.

Supervision Exercised
Will provide supervision to the Senior Global and Accounting Operations Specialist.

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.