

**OFFICE OF THE VICE PRESIDENT FOR FINANCE**  
Job Description Form



<b>Functional Area:</b>	Office of the Vice President for Finance: Financial Operations		
<b>Job Title:</b>	HR-QG290 – Manager, Finance	<b>Position Title:</b>	Accounts Payable Manager
<b>Reports to:</b>	Assistant Director of Travel, Procurement Operations & A/P	<b>Prepared On:</b>	September 2018
<b>Level: Q</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 150-person office is working to create a seamless administrative experience for MIT colleagues—through technology and process improvements—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 Accounts Payable Manager is responsible for the direction and overall management of MIT’s Accounts Payable and Vendor Maintenance team. She/He will drive the reporting, compliance, analysis, and control of accounting and financial functions of the Accounts Payable (AP) area, including state and federal filings and general ledger accounts. She/He will ensure the AP and Vendor Maintenance team’s ability to analyze and resolve accounting discrepancies, ensure timely resolution of issues, and assist with the reconciliation process. The role requires a keen awareness of the team’s impact on other functional areas and an eye for ongoing process improvement. The AP Manager will oversee the development and maintenance of an effective team dedicated to providing excellent customer service to the MIT community while communicating complex issues effectively to a diverse and demanding customer base.

**PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

- Lead the Accounts Payable and Vendor Maintenance team’s day-to-day operations: oversee planning, assigning and scheduling work, as well as review to ensuring the accuracy and quality standards of work
- Build and maintain a team that embraces positive relationships with a variety of constituents; support the hiring, overall supervision, performance, annual review, motivation, training and development of staff
- Identify strategic opportunities for improvements; continuously pursue development opportunities, understand customers’ needs, process efficiencies, remain aware of external trends and best practices
- Manage the completion of the consolidated AP month-end close process ensuring that all deadlines and cutoffs are adhered to
- Manage the vendor maintenance process, including the creation and maintenance of vendor information, while ensuring compliance with appropriate Institute, federal, and state policies and regulations
- Oversee the completion of file feed uploads and downloads of vendor data from third parties (Office of Foreign Assets Control, Dunn & Bradstreet, the Internal Revenue Service (IRS), Convey Tax Compliance Systems, and others) and create new or update existing vendors in SAP in compliance with federal 1099 and 1042S reporting
- Ensure timely and accurate recording of financial transactions in accordance with GAAP and MIT policies

- Respond in a timely manner to the most complex questions from internal and external stakeholders regarding AP issues as well as forwarding questions to team members for follow-up as needed: sensitive-item requisitions, invoices, request for payment, vendor issues
- Serve as an expert on AP systems: SAP and Coupa
- Ensure the download of various department payment file feeds and verify authorization and control totals
- Be accountable for positive pay process, including sending and monitoring the positive pay file to the bank; produce weekly and monthly production statistical reports for internal use
- Strong understanding of 1099 and 1042S tax rules and the preparation of the appropriate tax files; initiate wire transfers and enter fast checks issued directly using bank-provided software
- Manage periodic financial system testing and work to improve the process of paying and approving invoices and workflow with existing software
- Special projects and other duties as necessary

## **QUALIFICATIONS**

### **Required:**

- Bachelor's degree in Accounting, Business Administration, or related field
- Minimum of 7 years of financial management and at least 5 in accounts payable administration
- At least 2 years of demonstrated experience providing exemplary customer service in some capacity
- Previous management experience
- SAP or equivalent ERP system and Coupa experience
- Experience with a high-volume accounts payable environment
- Strong communication, analysis, and organizational skills
- Detail-oriented with strong analytical skills; team player and effective communicator
- Able to work independently with little instruction in a highly organized manner
- Advanced Excel skills
- Outstanding interpersonal and communications skills, notably, the ability to convey information clearly through various means, both verbal and written
- Must be flexible and adaptable to new programs in an emerging and changing environment

### **Preferred:**

- Experience in working with cloud-based systems
- Previous experience in higher education or non-profit environment

## **SUPERVISION RECEIVED**

Receives supervision from the Assistant Director of Travel, Procurement Operations and Accounts Payable

## **SUPERVISION EXERCISED**

Supervises team of 10+ Accounts Payable and Vendor Maintenance staff

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.*