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| <b>Functional Area:</b> | Office of the Vice President for Finance, Financial Operations, Accounts Payable |   |                                   |
| <b>Job Title:</b>       | Accounting Assistant 1   | <b>Position Title:</b>                      | Senior Accounts Payable Assistant |
| <b>Reports to:</b>      | Manager, Accounts Payable  | <b>Prepared On:</b>                         | November 2021 MIT Job # 20388     |
| <b>Salary Level: 4</b>  | <b>Salary range:</b> \$21-25/hr  | <b>Hours per week/status:</b> 40/Non-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 Senior Accounts Payable (AP) Assistant will handle varied, high-volume, and specialized accounts payable (AP) processing duties including timely payment processing and monitoring. She/He will serve as a backup on key AP processes and interact regularly with internal and external stakeholders and will apply comprehensive knowledge and understanding of VPF policies and procedures. The ideal candidate will have exceptional customer service skills and be capable of working with minimal supervision and in a metrics-based work environment.

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

- Verify, scan and enter invoices ensuring accuracy following VPF policies, procedures, and group metrics
- Provide excellent customer service to a variety of constituencies to ensure issues are handled on a timely basis, and work with team members/managers to escalate issues, as necessary
- Provide frontline support and collaborate with DLCs and suppliers to resolve invoice issues
- Maintain records of paid transactions for internal and external auditors
- Perform data entry into the system of record and assist with data integrity
- Serve as a backup to other team members, which may include issuing turnaround checks, distributing mail, and monitoring reports and AP feeds
- Other duties as assigned

**QUALIFICATIONS**

**Required:**

- At least two years of experience in accounting, financial operations, or business administration
- Demonstrated knowledge of Microsoft Excel
- Strong data entry skills

- Ability to meet deadlines and group metrics/goals, prioritize and oversee a variety of complex financial transactions
- Excellent written and verbal communication skills
- Sound judgment and the ability to share information in a clear manner
- Attention to detail
- Ability to work independently and as part of a team

**Preferred:**

- Previous accounts payable experience
- Experience with SAP and database applications
- Experience in higher education financial operations

**SUPERVISION RECEIVED**

Reports to the Manager of Accounts Payable

**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.

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.

*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.*

