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 Senior Accounts Payable (AP) Assistant will handle varied, high-volume, and specialized accounts payable processing duties, including timely payment processing and monitoring. They will serve as a backup on key AP processes and regularly interact 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 in a metrics-based work environment.

Principle Duties and Responsibilities

- Verify, scan, and accurately enter invoices following VPF policies, procedures, and group metrics
- Provide excellent customer service to a variety of constituencies and ensure issues are handled on a timely basis. Will escalate to team members/managers, as necessary
- Collaborate with DLCs and suppliers to resolve discrepancies on AP 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

- High school diploma
- At least two years of relevant experience in accounting, financial operations, or business administration
- Demonstrated knowledge of 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, Accounts Payable

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.