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:
The Senior Accounting Officer is responsible for financial reporting, compliance, analysis, control, and ongoing development of complex accounting and financial functions of assigned areas. Major duties include the development of, and improvements to accounting and reporting processes, review and management of financial data using SAP and other financial reporting tools. This position requires collaboration and coordination with other VPF staff, the broader MIT community, and other external parties. The Senior Accounting Officer will be expected to have excellent knowledge of accounting and financial reporting, be accountable for all assigned work, provide excellent customer service to the MIT community, and be able to communicate complex issues effectively.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Calculates quarterly facilities and administrative revenue, makes related accounting entries with an explanation for fluxes between periods
- Oversees and manages program sponsored revenue accounting and reporting including creating a database to detail consolidated accounting entries to enable analysis within profit center hierarchies
- Assumes ownership of reports and schedules in support of internal and external financial reporting, including those related to quarterly and year-end close processes
- Performs financial analysis within key accounting areas in order to identify, research, and resolve accounting issues
- Creates ad hoc queries of accounting data for use in preparing complex financial analyses and reports. Is responsible for processing intricate journal entries related to adjustments to research accounts
- Evaluates and accounts for federal, state, and private research grants, contracts, fees for services, and gift funds so that they are managed in accordance with Generally Accepted Accounting Principles (GAAP)
- Reviews and analyzes grant expenditures, monitors under-recovery, prepares fiscal reports including MIT’s annual publication of research expenditures
- Evaluates, documents, and provides recommendations to improve the efficiency and accuracy of business processes
- Actively participates in audit activities, such as year-end close, as required
• Assists the community with questions regarding financial accounting and reporting, and development of accounting structures and financial reports
• Develops expertise in services provided by VPF Financial Accounting and Reporting (FAR) and applies project management methodology to deliver tools, reports, analysis, and other solutions for FAR’s clientele, primarily MIT’s DLCs
• Analyzes work processes and operations at FAR, evaluates related information systems functionality to identify gaps, offers solutions, and measures the impact of new measures to ongoing business operations
• Provides end-user operational support and addresses ad hoc requests for data
• Communicates effectively, provides meaningful and articulate written and verbal responses to clients and collaborators
• Participates in system implementation efforts, recommends courses of action on new systems
• Reviews and interprets financial reporting requirements, rules, and regulations
• Participates in the development and delivery of training classes to financial staff across the MIT community
• Performs other duties as assigned

QUALIFICATIONS:

Required:
• Substantial experience or knowledge of accounting principles with strong attention to detail
• Bachelor’s degree in accounting, business, or related field, and 7+ years related experience
• Demonstrated skill in financial planning, analysis, and budgeting, with proven skills to interpret and apply complex university, state, and federal regulations and a working knowledge of those regulations as they relate to administration and compliance
• Strong negotiation and decision-making skills with the ability to communicate issues clearly, both orally and in writing
• Demonstrated ability to identify and analyze problems and situations in a multi-faceted way and develop and participate in implementing innovative solutions
• Ability to function independently and follow through on assignments with minimal direction
• Strong analytical and customer service skills
• Demonstrated ability to work independently and as part of a team
• Strong organizational skills with ability to manage a heavy workload with conflicting priorities, meet strict deadlines, and manage multiple tasks effectively
• Strong collaborative, proactive, interpersonal and communication skills
• Ability to collaborate with a diverse group of individuals from varying backgrounds and levels
• Able to function in a complex, busy, and changing environment while meeting deadlines
• Proficiency in Excel, Word, PowerPoint, and Adobe is required

Preferred:
• MBA preferred
• Experience with reporting tools (specifically Brio) and with accounting and reporting systems highly desirable
• Proficiency with database management preferred
• Experience in higher education or non-profit accounting a plus

SUPERVISION RECEIVED

Will receive supervision from the Associate Controller

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

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.