

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Office of the Recording Secretary		
Job Title:	Gift Processing Assistant 3	Position Title:	Senior Data Integrity Assistant
Reports to:	Associate Director, Data Integrity and Compliance	Prepared On:	April 2022 MIT Job # 21111
Salary Grade: 6	Salary Range: \$27-\$32/hour	Hours per week/status: 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 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

Primary responsibility includes reviewing and maintaining accuracy of databases and systems related to the work of the Office of the Recording Secretary. She/he will troubleshoot problems, research, analyze and resolve data issues. The Senior Data Integrity Assistant has limited contact with donors and frequent contact with other departments and offices on campus.

Principle Duties and Responsibilities (Essential Functions):

- Reviews recorded gift transactions (such as checks, wires, IRA distributions and donations from donor-advised funds) to ensure alignment with donor designations and consistency with documented business practices
- Ensures gift transactions adhere to Institute policy and Internal Revenue Service (IRS) and Financial Accounting Standards Board (FASB) regulations, and communicates corrections, as needed, to gift processing staff prior to closing batches in fundraising database
- Maintains accuracy of pledge reports and prepares related pledge schedules, including tracking changes to prior year pledges and reviewing pledge aging schedules. Uses knowledge of Generally Accepted Accounting Principles (GAAP) to ensure appropriate recording as revenue and receivables in Institute financial statements
- Provides outstanding customer service when responding to constituent requests received by telephone, in person or through email and ensures appropriate resolution to issues identified; escalates as necessary
- Supports database integrity by researching and resolving processing discrepancies or inconsistencies identified through gift and pledge review and reconciliation processes; submits modification requests to gift processing staff to correct errors
- Reviews gift and pledge modifications to verify changes were processed accurately in the Institute's fundraising database, flags related adjustments necessary for financial systems, including endowment unit adjustments; maintains backup documentation for gift and pledge changes
- Reviews reports on changes to prior year gifts to verify related journal vouchers have been completed properly; processes journal vouchers for changes to prior year gifts as necessary

- Monitors gifts suspense account, identifies causes for past errors, and coordinates with related offices to ensure gifts are reallocated to appropriate accounts
- Helps prepare MIT's annual pledge reserve analysis, including reviewing of late pledges, coordinating outreach to development staff for donor updates, and preparing preliminary and final reserve analyses
- Helps prepare for office audits by internal and external auditors
- Recommends process improvements and opportunities for increased efficiencies and data integrity for gift processing procedures
- Develops new reports to help identify and report on data integrity issues
- Calculates error ratio and identifies trends; assists departmental managers in training sessions for gift processing staff to reduce errors
- Learns duties performed by other team members and is available to support team efforts as needed, including calendar year-end and fiscal year-end
- Other duties as assigned

Qualifications:

Required:

- High school diploma, or equivalent
- Minimum of four years of relevant experience
- Strong analytical, organizational, and problem-solving skills
- Ability to learn a variety of tasks quickly
- Aptitude for accurate, detail-oriented work, and to work independently
- Proficient in Microsoft Excel
- Demonstrated ability to be discreet and maintain confidentiality

Preferred:

- Bachelor's degree preferred with a concentration in accounting or finance
- Familiarity with Ellucian CRM Advance gift system or similar fundraising database
- Knowledge of MIT policies, procedures, and operational systems

Supervision Received

Will receive supervision from the Associate Director, Data Integrity and Compliance

Supervision Exercised

None

Remote Work

MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus. As of April 2022, this position is designated as one that can be performed in a hybrid model of three days per week remote, two days per week in the office, and is subject to change.

Covid Policy

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.

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.

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.