

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Controllershship – Tax and Global Operations		
Job Title:	Accountant 4	Position Title:	Senior Global Accounting & Operations Specialist
Reports to:	Global Financial and Accounting Operations Manager	Prepared On:	December 2019
Level/Grade: 10	Duration (if applicable):	Hours per week/status: 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 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:

Senior Global Accounting & Operations Specialist will support the Global Financial and Accounting Operations Manager and provide business, financial, and operational expertise, analysis, and support to VPF and Institute leadership. Duties include maintaining and improving accounting and reporting processes for global affiliations. The ideal candidate will quickly grasp the complexity of global activities within a large, complex, decentralized business organization, as well as the internal and external financial transactions related to these activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Perform highly complex reporting, analysis, and control of accounting and financial functions for MIT global entities and collaborations, including audit and related compliance activities
- Assist with managing the business, financial, and operational reporting and compliance requirements of MIT's foreign branches, subsidiaries, and operations
- Research, analyze, implement, and maintain projects to further VPF's financial capacity with respect to supporting the Institute's global activities
- Help lead the analysis of local business, financial, and operational rules for those countries where MIT has a presence or is considering establishing a presence to both determine potential impact on the Institute, and develop any related compliance mechanisms in support of MIT's research, collaboration, and investment activities
- Maintain, oversee and ensure accuracy of information related to all accounting and financial reporting for MIT international entities and collaborations
- Manage MIT's education and research contracts post-execution to ensure MIT is meeting its financial and operational commitments protect and mitigating associated risks to MIT
- Be an experienced advisor on global activity and provide counsel in interpreting accounting and financial data
- Identify and coordinate improvements and automation efficiencies to global operations-related business processes, recommends action steps and then, where necessary, leads system integrations, testing, and upgrades for business functionality
- Manage ongoing relationships with external auditors, payroll providers, and business services organizations

- Develop and deliver presentations and trainings to key stakeholders and the MIT community
- Document financial, accounting, and operational guidance, policies, procedures, technical advice, opinions, and memoranda as necessary for the Institute's internal files, external auditors, or other parties
- Lead special and ad-hoc projects reporting to senior management
- Other duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in accounting or related field
- At least seven years' experience in financial operations, including accounting and account reconciliations
- Demonstrated experience with global business operations
- Strong command of U.S. Generally Accepted Accounting Principles (GAAP) and relevant federal regulations
- Ability to quickly learn and master accounting information systems and report writing tools
- Discretion, tact, and good judgment for working with highly sensitive and confidential information
- Strong customer service focus
- Strong analytic, problem solving, and organizational skills to manage multiple challenging projects simultaneously in a fast-paced setting with nonnegotiable deadlines
- Self-motivated with the ability to actively and independently manage issues, processes, and projects from start to completion
- Strong leadership, analytical, organizational skills, with a high attention to detail
- Ability to work across teams in a highly collaborative environment to build consensus and anticipate outcomes in order to drive processes forward
- Flexibility and willingness to pitch in with the team to get the job done on all tasks, and to modify approach as required by the situation
- Strong consultative, written, and verbal communication skills
- Excellent Excel, Word and PowerPoint skills

Preferred:

- Master's degree or Master of Business Administration (MBA) in a related field and/or Certified Public Accountant (CPA) preferred
- Knowledge of International Financial Reporting Standards (IFRS) accounting principles and relevant international regulations
- Experience in higher education or non-profit accounting, especially for organizations with overseas portfolios or subsidiaries
- SAP and Brio Query experience
- Familiarity with MIT financial, administrative, and operational policies and procedures

Supervision Received

Will receive supervision from the Global Financial and Accounting Operations Manager

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.

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.