

Job Description – MIT Job #23912

Functional Area:	Office of the Vice President for Finance, Controllership, Property		
Job Title:	Accountant 2	Position Title:	Senior Staff Accountant
Reports to:	Manager of Property	Prepared on:	April 2024
Salary Grade: 7	Salary Range: \$75,000 - \$85,000	Hours per week/status: 40/Exempt	

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 Staff Accountant supports the Property team as an experienced contributor in reporting, compliance, analysis, and control of accounting and financial functions related to the Institute's land, buildings, and equipment, including state and federal filings and general ledger accounts. This role will provide exemplary customer service and support to the MIT community on complex property-related sponsored research inquiries. The ideal candidate will be comfortable working under minimal supervision and with strict deadlines.

Principle Duties and Responsibilities

- Is responsible for all financial concerns related to the Institute's land, buildings, and equipment, including state and federal filings and general ledger accounts
- Acts as a technical knowledge resource to internal and external stakeholders by providing exemplary customer service on a broad range of issues related to fabrications and government awards
- Reviews and approves requests from departments, labs, centers, and Institutes (DLCIs) to set up fabrication accounts. Verifies that items meet criteria and contain information regarding Parent Cost Object, Budget, Diagram/Definition, End Date, and final location of items
- Prepares a variety of financial reports by gathering and analyzing sponsored research data
- Gathers and reviews property data in support of internal and external auditor requests

- Documents trends and suggests process improvements on financial findings, common questions and concerns from the community, and issues that may impact other sponsors and customers
- Reviews, corrects, and processes journal vouchers (JVs) for DLCIs related to fabrications and government awards
- Performs complex monthly close process, including balancing and reconciling accounts
- Updates, maintains, and analyzes team operational dashboard, which may include reviewing information prepared by the team with a focus on process improvements and operational issues
- Resolves accounting inquiries pertaining to billing, audit, and close-outs
- Reviews open items of team members and assists with the resolution of unidentified RT tickets and incoming property inquiries
- Responds in a timely manner to questions from internal and external stakeholders regarding property issues and forwards questions to team members for follow-up as needed
- Adheres to internal controls and operations by following policies and procedures and reporting needed changes
- Takes a leadership role on special projects
- Creates and leads training sessions to educate the team and MIT community on Property topics
- Collaborates and partners with a wide variety of individuals across the Institute and Lincoln Laboratory
- Contributes towards positive team relationships, supports training and development of other staff members
- Other related duties and projects as assigned

Qualifications

Required

- Bachelor's degree in an accounting, finance, or related business area or equivalent work experience
- Minimum of three years of experience in financial operations, including accounting, account reconciliation, and/or research administration
- Minimum of three years of experience delivering excellent customer service
- Knowledge of accounting principles and relevant federal regulations for specialty areas required.
- Advanced knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Demonstrated ability to swiftly identify issues and resolve them with minimal guidance and to escalate when necessary
- Strong analytical, problem-solving, and organizational skills
- Highly organized with the ability to ensure timely delivery of all responsibilities and assignments
- Must be able to manage multiple tasks while paying attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to use discretion, tact, and good judgment when working with highly sensitive and confidential information
- Collaborative working style to foster interpersonal relationships within the team and the broader community
- 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
- Demonstrated adaptability and flexibility to learn new tasks, take on new assignments, and support team initiatives

Preferred

- Demonstrated sponsored research administration experience, including financial audit of sponsored research awards, reviewing and recording journal entries
- Experience with SAP or similar enterprise accounting systems, Brio Query, and Cognos
- Prior MIT experience

Supervision Received

Reports to the Manager of Property

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.

Employment is contingent upon the completion of a satisfactory background check.

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.