## MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Financial Operations, Accounts Payable</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Accountant 2</td>
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<td>Position Title:</td>
<td>Senior Staff Accountant</td>
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<td>Reports to:</td>
<td>Manager, Accounts Payable</td>
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<td>Prepared On:</td>
<td>February 2020 MIT Job # 18582</td>
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<tr>
<td>Level:</td>
<td>7</td>
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<td>Duration (if applicable):</td>
<td>Hours per week/status: 40/Exempt</td>
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### 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 170-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 STATEMENT

The Accounts Payable (AP) Senior Staff Accountant is responsible for the ongoing daily operations related to complex accounts payable feeds and processes. She/He will have extensive experience and expertise in accounts payable accounting and demonstrated experience leading projects and/or teams. Successful candidates will be proactive, customer-service oriented, and have a keen interest in process improvement.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Perform daily operations of accounts including reconciling feeds and processing
- Perform complex month-end close activities for assigned accounts
- Serve as a subject matter expert and resource to the MIT community and suppliers on AP-related issues
- Participate in audits and related AP projects
- Interact with department, lab, and center (DLC) fiscal officers to gather information and/or perform closeouts
- Work with AP senior staff accountants to analyze accounts by contributing to root-cause analysis and timely resolution
- Inform members of the MIT community on accounting policies and procedures as needed
- Analyze data for a specialty area and make recommendations to management on findings
- Draft and update Accounts Payable documentation in collaboration with AP Manager
- Is responsible for all electronic request for payments, including the audit of such requests
- Oversee setup of tax information for specific payable projects
- Perform check runs
- Set up student awards, honorariums, and fellowships
- Is responsible for direct deposit issues including bank verification information and related issues
- Is responsible for complex international data bank financial transfers
- Serve as a back-up for ePayables and wire payments
• Perform specialized and/or general analysis of AP data
• Assist with procedures and control of the AP workflow
• Other duties as assigned

QUALIFICATIONS

Required:
• Bachelor’s degree in accounting, finance, or business administration
• At least three years of experience in an accounting environment, preferably in accounts payable
• At least two years of experience delivering customer service
• Demonstrated experience with accounting software, preferably SAP
• Knowledge of accounting principles and relevant federal regulations for accounts payable
• Ability to manage multiple tasks under strict deadlines, while paying close attention to detail
• Excellent collaborative, interpersonal, written, verbal, and customer service skills
• Capacity to perform as a self-starter, take initiative, and exercise good judgment
• Demonstrated ability to work as part of and add value to a team
• Demonstrated ability to respond to inquiries and make decisions on which issues should be escalated to managers

Preferred:
• Experience with Coupa
• Master’s or MBA
• Prior MIT experience

SUPERVISION RECEIVED
Reports to the Manager of Accounts Payable

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.