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
This role supports both the Travel and Card Services teams within this VPF business unit. Duties include reconciling, auditing, and analyzing accounts, researching issues, and determining the cause of problems on behalf of departments, labs, and centers (DLCs) at MIT. The Senior Staff Accountant will collaborate with the team to minimize impact in unexpensed accounts. She/he will provide exceptional customer service to faculty, students, and staff and promptly respond to all inquiries. The Senior Staff Accountant will conduct regular analysis and run reports to identify trends and then lead targeting training at the DLC level to address persistent issues. She/he will be responsible for reviewing cardholder activity and identifying potential misuse and abuse.

Principal Duties and Responsibilities (Essential Functions)
- Responsible for ensuring all travel is expensed within MIT policy guidelines and for sending notifications to cardholders, administrative officers, and assistant deans on unexpensed travel
- Responsible for reviewing credit card transactions to identify potential card abuse or fraud
- Review and authorize transactions by interpreting and implementing federal and Institute policies and procedures
- Review unexpensed travel with manager, make recommendations for card suspension and cancelation
- Analyze data for Travel and Card Services teams and make recommendations to management on findings
- Responsible for daily and monthly reconciliation of all suspense accounts
- Resolve issues in coordination with DLCs which may require thorough information gathering and high-level data analysis to develop solutions
- Perform review of credit card and travel transactions totaling more than $63 million per year
- Resolve travel and card service inquiries for staff pertaining to current billing, audit, and close-out actions
- Identify opportunities for continuous process improvements
- Follow department procedures and recommend changes in department processes to supervisor
- Lead and manage the ticketing process on behalf of DLCs and follow up to ensure resolution
- Prepare reports and documents including spend reports and unexpensed letters
- Develop and maintain productive partnerships with colleagues and customers within the MIT community
- Develop and maintain training materials including updates for the Travel Planning and Expensing section of the VPF website, and quick cards for the Concur system
- Serve as a training resource to travel assistants and senior travel assistants to ensure compliance with established standards and provide guidance on complex tasks, establish and lead project timelines
- Participate in audits and projects
- Responsible for review and approval of travel wires
- Other duties as assigned

Qualifications
Required:
- Bachelor’s degree
- At least three years of experience in an accounting or financial operations environment
- At least two years of experience delivering customer service
- Experience with SAP or other enterprise systems and database software such as Cognos
- Experience with data analysis to identify trends and strategize responses
- A high proficiency using Microsoft Excel
- Ability to prioritize workload, manage conflicting priorities, meet strict deadlines, and manage multiple tasks
- Strong presentation skills
- Ability to work with people who perform different functions and with varying levels of knowledge
- Capacity to exercise discretionary judgment when working with confidential information
- Ability to function in a complex, busy, and changing environment while meeting deadlines

Preferred:
- Familiarity with travel expense policies and federal regulations in an academic setting
- Experience in higher education or non-profit accounting is desirable, preferably at MIT

Supervision Received
Will receive supervision from the Manager of Travel & Card Services

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 August 2022, this position is designated as one that can be performed in a hybrid model of one day per week in the office, although this 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.