

**MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE**



<b>Functional Area:</b>	Office of the Vice President for Finance, Controllership, Accounts Receivable		
<b>Job Title:</b>	Accountant 2	<b>Position Title:</b>	Senior Staff Accountant, Accounts Receivable
<b>Reports to:</b>	Manager of Accounts Receivable and Cashier Services	<b>Prepared On:</b>	October 2019
<b>Salary Grade: 7</b>	<b>Duration (if applicable):</b>	<b>Hours per week/status:</b> 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 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 Senior Staff Accountant, Accounts Receivable (AR) offers experienced support in reporting, compliance, analysis, and control of accounting and financial functions related to the Institute’s accounts receivable, including state and federal filings and general ledger accounts. She/he serves as an active resource to MIT community members and helps to mentor junior members of the team. The ideal candidate will be comfortable working under minimal supervision with strict deadlines and have the ability to prioritize his/her own work.

**PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

- Perform invoicing and benefits accounting processes for general AR
- Respond in a timely manner to questions from internal and external stakeholders regarding Accounts Receivable and Benefits Accounting (AR/BA) issues and forward questions to team members for follow-up as needed
- Participate in systems integrations, testing and upgrades for business functionality
- Approve daily journal vouchers (JV) to apply cash receipts to departments, labs and centers (DLCs)
- Perform monthly AR/BA close process, including balancing and reconciling accounts as necessary
- Post daily checks received for deposit and balance to the ledger on a daily basis
- Support quarterly close schedules related to receivables
- Contribute toward positive team relationships, support training and development of other staff members
- Support preparation of accurate monthly reports of AR /BA metrics
- Assist with training sessions at MIT’s DLCs on VPF processes and policies
- Provide assistance and support as needed to DLC and groups internal to VPF
- Collaborate and partner with a wide variety of individuals across the Institute
- Other duties and projects as assigned

**QUALIFICATIONS**

**REQUIRED:**

- Bachelor’s degree in finance, accounting, or business administration
- Minimum of three years of financial accounting or audit experience
- Demonstrated interest and propensity for project management

- Demonstrated knowledge of accounting principles and relevant federal regulations for Accounts Receivable, including those specific to research and non-profit organizations
- Strong analytical, problem solving, and organizational skills
- Highly organized with the ability to manage multiple priorities and projects and ensure the timely delivery of all responsibilities and assignments
- Strong written and verbal communication skills, especially for presentations
- Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
- Collaborative working style to foster interpersonal relationships both within team and wider community
- Excellent Microsoft Excel, Word, and PowerPoint skills
- 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 interest in training and presentations

**PREFERRED:**

- Master's degree in finance, accounting, or business administration
- Experience with accounts receivable and collections processes with significant AR intake and volume
- Experience with review and interpretation of legal agreements and contracts to determine billing responsibilities
- Experience preparing performance driven data and metrics
- Knowledge of financial operations of nonprofit organizations and higher ed, preferably at MIT
- Experience with SAP or similar enterprise accounting systems

**SUPERVISION RECEIVED**

Reports to the Manager of Accounts Receivable and Cashier Services

**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.*

