

<b>Functional Area:</b>	Office of the Vice President for Finance: Controllership		
<b>Job Title:</b>	Accountant 2	<b>Position Title:</b>	Senior Staff Accountant
<b>Reports to:</b>	Manager of G/L Operations and Financial Reporting	<b>Prepared On:</b>	January 2020
<b>Pay 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 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 STATEMENT

The Senior Staff Accountant is responsible for the daily operations of accounting including financial reporting, reconciliation, compliance, analysis, control, and improvement of financial functions of assigned areas. Major duties include maintaining accounting, data, and reporting processes, review and manage financial data using SAP and other financial reporting tools, and act as a resource to VPF staff and the MIT community. The ideal candidate will have enough knowledge related to accounting and financial reporting that they can provide appropriate customer service to the MIT community efficiently and enthusiastically.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Manage master data creation and maintenance including general ledger (G/L) accounts, profit centers, and costing sheets related to the Institute's trial balance and financial statements
- Drive the monthly and year-end close process in SAP with the support of staff accountants in G/L Operations
- Assist the community with questions regarding accounting and management of cost objects and G/L accounts
- Prepare account reconciliations, research and resolve reconciling items
- Assist junior G/L Operations staff with issues/questions related JV to requests and cost object requests
- Prepare schedules to support internal and external financial reporting, including those related to the quarterly and year-end close processes
- Analyze data for a specialty area and make recommendations to management on findings
- Actively participate in audit activities, such as year-end close, Uniform Guidance Audit Reports, and other ad-hoc reviews as required
- Coordinate and/or provide input into major elements of projects, programs, or systems
- Work closely with MIT Information Systems and Technology (IS&T) on matters affecting the Institute's accounting and financial systems
- Participate in testing new SAP reports and functionalities, including support pack testing
- Additional work as assigned

### QUALIFICATIONS

**Required:**

- Bachelor's degree in accounting, business, or related field
- At least three years of related experience in financial accounting and reporting
- Knowledge of accounting principles and relevant federal regulations
- Demonstrated experience delivering exemplary customer service
- Proficiency in Excel and Word
- Excellent problem identification and problem-solving skills
- Demonstrated ability to work independently and as part of a team
- Ability to manage conflicting priorities, meet strict deadlines, and manage multiple tasks effectively
- Collaborative, proactive, interpersonal and communication skills
- Ability to collaborate with a diverse group of individuals from varying backgrounds and levels
- Able to function in a complex, busy, changing environment while meeting necessary deadlines
- Experience with reporting tools such as BrioQuery and/or Cognos

**Preferred:**

- Experience in corporate finance, financial reporting, budgeting, accounting, and managing business processes
- Experience defining and creating reports and dashboards strongly preferred
- Master's degree
- Certified Public Accountant (CPA)
- Experience with SAP or similar accounting and reporting systems highly desirable
- Experience in higher education or non-profit accounting

**SUPERVISION RECEIVED**

Manager of G/L Operations and Financial Reporting

**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.*