

## MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE



<b>Functional Area:</b>	Office of the Vice President for Finance, Controllership, Sponsored Accounting		
<b>Job Title:</b>	Accountant 2	<b>Position Title:</b>	Senior Staff Accountant
<b>Reports to:</b>	Assistant Manager of Sponsored Accounting	<b>Prepared On:</b>	August 29, 2022 MIT Job # 21787
<b>Salary Grade: 7</b>	<b>Salary Range:</b> \$75,000-\$85,000	<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 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

This role supports the Sponsored Accounting team as an experienced contributor by overseeing financial review of specific sponsor awards and contributing to the overall closeout process of those awards. This includes, but is not limited to, performing audits of expired sponsored research awards, preparing and reviewing financial reports and documents, and overseeing community and team training sessions. She/he provides exemplary customer service and support to the MIT community on complex sponsored research inquiries. The ideal candidate will be comfortable working under minimal supervision and with strict deadlines.

### Principal Duties and Responsibilities (Essential Functions)

- Is responsible for all financial concerns related to an assigned portfolio of sponsors including conducting audits, disseminating audit findings, and performing timely and accurate closeouts of expired awards
- Acts as a technical knowledge resource by providing exemplary customer service on a broad range of issues related to sponsored research awards, including audit findings and resolution of those issues and concerns
- Prepares a variety of financial reports by gathering and analyzing sponsored research data
- Prepares and submits monthly letter of credit drawings, and cash flow and interest calculations worksheets
- Gathers sponsored accounting data in support of internal and external auditor requests
- Documents trends and suggest process improvements on financial findings, common questions and concerns from the community, and issues that may impact other awards and programs
- Acts as a resource to team members to resolve issues associated with audit findings
- Prepares cost sharing funding adjustments
- Reviews, corrects, and approves journal voucher requests
- 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
- Reviews sponsored research financial data reports created by team members
- Takes a leadership role on special projects



- Creates and lead training sessions to educate the team and MIT community on Sponsored Accounting topics
- Assist the Accounts Receivable team with sponsored research billing issues
- Other duties and projects as assigned

## Qualifications

### Required

- Bachelor's degree in an accounting, finance, or related business area
- Minimum of three years of experience in financial operations including accounting and/or research administration
- Minimum of three years of experience delivering excellent customer service
- Advanced knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Demonstrated ability to swiftly identify issues and resolve 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 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 Assistant Manager of Sponsored Accounting

### 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 in the fall. 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 every other week and 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.*