

## OFFICE OF THE VICE PRESIDENT FOR FINANCE



<b>Functional Area:</b>	Office of the Vice President for Finance, Controllershship – Tax and Global Operations		
<b>Job Title:</b>	HR-OC053 – Senior Staff Accountant	<b>Position Title:</b>	Senior Staff Accountant, Global Operations
<b>Reports to:</b>	Global Financial and Accounting Operations Manager	<b>Prepared On:</b>	January 2019
<b>Level/Grade:</b> O	<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:

The Senior Staff Accountant, Global Operations supports accounting transactions and financial reporting for MIT's international activities. Duties include maintaining and improving accounting and reporting processes for international affiliations; reviewing and managing financial data using SAP and other financial reporting tools; and collaborating and coordinating with partners within VPF and throughout MIT to support the global financial needs of the community. She/He will support the Global Financial and Accounting Operations Manager and work to provide business, financial, and operational expertise and analysis, and support to VPF and Institute leadership. The ideal candidate will quickly grasp the complexity of international activities within a large, complex, decentralized business organization, as well as the internal and external financial transactions related to these activities.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Drive accounting and financial reporting for MIT international entities and collaborations, including audit and related compliance activities
- Prepare and present financial reports and compliance documentation for various VPF teams and MIT's departments, labs, and centers (DLCs)
- Research and respond to information requests related to financial activities in order to ensure tax filing deadlines are met
- Ensure accuracy of information related to all accounting and financial reporting for MIT international entities and collaborations
- Collaborate with Tax and Global Operations team members, and other VPF units, especially Financial Accounting and Reporting, and business intelligence solutions teams to produce financial reports and compliance documentation
- Identify and coordinate improvements and automation efficiencies to MIT's accounting information systems related to all aspects of financial reporting, including general ledger operations
- Document financial and operational policies and procedures, technical advice, opinions, and memoranda as necessary for the Institute's internal files, external auditors, or other parties

- Collaborate with academic DLCs and administrative offices including the Office of Major Agreements, the Office of General Counsel, the Office of Sponsored Programs, and the VPF Office of the Recording Secretary
- Other duties and special projects as assigned

## **QUALIFICATIONS:**

### Required:

- Bachelor's degree in accounting or related field
- At least three years' experience in accounting
- At least one year's experience in financial operations
- Demonstrated interest in global business operations
- Comfort with accounting information systems and report writing tools
- Strong customer service focus
- Motivation and ability to work independently to manage processes and projects, yet able to thrive in a highly collaborative environment
- Strong analytical skills, well-organized and with a high attention to detail
- Ability to work across teams to build consensus and anticipate outcomes in order to drive processes forward
- Strong written and oral communication skills
- Proficiency in Excel, Word, and PowerPoint

### Preferred:

- Experience in higher education or non-profit accounting, especially for organizations with overseas portfolios or subsidiaries
- SAP and Brio Query experience
- Familiarity with MIT financial, administrative, and operational policies and procedures

### **Supervision Received**

Will receive supervision from the Global Financial and Accounting Operations Manager

### **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**

*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.*