About the Office of the Vice President of Finance:
Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT’s main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview
The Staff Accountant, Accounts Payable (AP) will perform duties to support daily operations in Accounts Payable. They are responsible for providing excellent customer service to the MIT community for AP-related issues for account feeds and processes. Successful candidates will be proactive, customer-service oriented, and work well under minimal supervision.

Principle Duties and Responsibilities
- Perform month-end close activities for assigned accounts
- Respond to email and phone inquiries within two business days while providing exemplary customer service
- Research issues and determine the cause of problems needing resolution; escalate if necessary
- Analyze data in financial reports and summarize findings
- Verify and enter invoices and ensure accuracy per VPF policies and procedures
- Inform members of the MIT community on accounting policies and procedures as needed
- Contribute toward positive team relationships
- Help prepare accurate monthly reports of AP metrics
- Help prepare training sessions on VPF processes and policies for MIT’s departments, labs, and centers
Collaborate and partner with a wide variety of individuals across the Institute
Serve as a backup for the AP team to issue fast turnaround checks, payment runs, electronic requests for payment, file feeds, and outgoing wire payments
Other duties and special projects as assigned

Qualifications

Required
- Bachelor’s degree
- Minimum one year of experience in accounting, finance or financial operations
- Demonstrated Microsoft Office Suite experience
- Demonstrated ability to swiftly identify issues and escalate to a manager, as necessary
- Strong analytical, problem solving, and organizational skills
- Highly organized with the ability to ensure timely delivery of all assignments
- Strong written and verbal communication skills
- Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
- A collaborative working style and ability to foster interpersonal relationships within the team and the wider 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 in learning new tasks, taking on new assignments, and supporting team initiatives

Preferred
- At least one year of experience delivering customer service to a broad constituency
- Knowledge of financial operations of nonprofit organizations, especially higher education
- Experience with SAP or similar enterprise accounting systems
- Prior MIT experience

Supervision Received
Reports to the Manager, Accounts Payable

Supervision Exercised
None

Additional Information

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.

A background check (including checking criminal records) will be required for the final candidate.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

Diversity, Equity, and Inclusion

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.

VPF is Mission Focused

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, the 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.