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:
The Staff Accountant, Accounts Payable (AP) will perform duties in support of the Accounts Payable daily operations. She/he is 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.

Principal duties and responsibilities (essential functions)

- 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 & Skills:

Required:
- Bachelor’s degree in finance, accounting, or business administration
- At least one year of experience delivering customer service to a broad constituency
- 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 the 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
• Collaborative working style to foster interpersonal relationships both within the team and the 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 adaptability and flexibility in learning new tasks, taking on new assignments, and supporting team initiatives

Preferred:
• Knowledge of financial operations of nonprofit organizations, especially colleges and universities
• Experience with SAP or similar enterprise accounting systems
• Prior MIT experience

Supervision received
Reports to the Manager of Accounts Payable

Supervision exercised
None

Remote Work:
MIT is committed to supporting a safe and equitable workplace. MIT and VPF has developed guidance, policies, and models for returning to work on campus. As of January 2022, this position is designated as one that can be performed in a hybrid model of four days per week remote, and one day per week in the office, 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.