

## MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE



<b>Functional Area:</b>	Office of the Vice President for Finance, Financial Operations, Accounts Payable		
<b>Job Title:</b>	Accountant 1	<b>Position Title:</b>	Staff Accountant, Accounts Payable
<b>Reports to:</b>	Manager, Accounts Payable	<b>Prepared On:</b>	March 2020 <b>MIT Job # 18670</b>
<b>Level:</b> 6	<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 170-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 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
- Serve on the customer service team to ensure that phone calls and emails are handled on a timely basis
- 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 in accordance with VPF policies and procedures
- Inform members of the MIT community on accounting policies and procedures as needed
- Serves as a back-up for the AP team to issue fast turnaround checks, payment runs, electronic request for payment, file feeds and outgoing wire payments
- Other duties and special projects as assigned

### QUALIFICATIONS

#### REQUIRED:

- Bachelor's degree
- Minimum of one year experience in financial operations, preferably accounting or account reconciliation
- Ability to manage multiple tasks under strict deadlines, while paying close attention to details
- Demonstrated collaborative, interpersonal, customer service, and written and verbal communication skills
- Capacity to perform as a self-starter, take initiative, and exercise good judgment
- Demonstrated ability to work as part of and add value to a team



**QUALIFICATIONS  
REQUIRED (continued)**

- Demonstrated ability to identify and escalate problems and issues as they arise
- Ability to manage assigned workload with minimum supervision
- Willingness and ability to take ownership and responsibility for tasks and delivery assignments on time
- Demonstrated adaptability and flexibility

**PREFERRED:**

- General knowledge of accounting rules
- Experience in higher education accounting
- Experience with SAP and database applications

**SUPERVISION RECEIVED**

Reports to the Manager of Accounts Payable

**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.*

