

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Controllership, Accounts Receivable		
Job Title:	Accountant 1	Position Title:	Staff Accountant
Reports to:	Manager of Accounts Receivable	Prepared On:	May 2021 MIT Job # 19611
Salary Grade: 6	Duration (if applicable):	Hours per week/status: 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 STATEMENT

The Staff Accountant, Accounts Receivable (AR) offers support to the reporting, compliance, analysis, and control of accounting and financial functions related to the Institute's accounts receivable, including state and federal filings and general ledger accounts. She/he provides limited support to MIT community members. The ideal candidate will be comfortable working under minimal supervision with strict deadlines.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Generate monthly cost reimbursable, scheduled, and letter of credit invoices for federal and non-federal sponsors as well as generate off cycle invoices
- Perform invoicing and benefits accounting (BA) processes for general receivables
- Respond to email inquiries from sponsors & the community within 2 business days while providing exemplary customer service and escalating issues to senior team members, as necessary
- Assist with monthly close process, including balancing and reconciling accounts as necessary
- Assist with the review of quarterly close schedules related to receivables
- Contribute towards positive team relationships
- Support the preparation of accurate monthly reports of AR metrics
- Support the preparation for training sessions at MIT's DLCs on VPF processes and policies
- Provide assistance and support as needed to DLC and groups internal to VPF
- Collaborate and partner with a wide variety of individuals across the Institute
- Other duties and projects as assigned

QUALIFICATIONS

REQUIRED:

- Bachelor's degree in finance, accounting, or business administration
- At least one year of financial accounting or audit experience
- At least one year of experience delivering customer service to a wide constituency
- Demonstrated Microsoft Office Suite experience
- Demonstrated ability to swiftly identify issues and escalate to management, as necessary

- Strong analytical, problem solving, and organizational skills
- Highly organized with the ability to ensure the timely delivery of all responsibilities and 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 team and 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:

- Experience with accounts receivable and collections processes at large educational research universities or businesses with significant AR intake and volume
- Knowledge of financial operations of nonprofit organizations, especially colleges and universities
- Advanced Microsoft excel and Powerpoint skills
- Experience with SAP or similar enterprise accounting systems
- Prior MIT experience

SUPERVISION RECEIVED

Reports to the Manager of Accounts Receivable

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.