MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Controllership, Sponsored Accounting</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Accountant 1</td>
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<td>Position Title:</td>
<td>Staff Accountant</td>
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<td>Reports to:</td>
<td>Assistant Manager of Sponsored Accounting</td>
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<td>Prepared On:</td>
<td>February 2020 MIT Job # 18579</td>
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<td>Salary Grade:</td>
<td>6</td>
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<td>Duration (if applicable):</td>
<td>Hours per week/status: 40/Exempt</td>
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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
This role supports the Sponsored Accounting team by assisting with billing, revenue reconciliation, audit, and financial reporting of sponsored awards. She/he provides limited support to MIT community members. The ideal candidate will be comfortable working under minimal supervision and with strict deadlines.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Prepare internal cost audits on terminated grants and contracts and ensure funds are expended per sponsor agreements and MIT policies
- Prepare and submit reports to sponsors and help ensure requirements pertaining to billing, audit, and close-out reports and processes are met
- Respond to email inquiries from sponsors and the community while providing exemplary customer service; escalate issues to senior team members, as necessary
- Maintain and update files on active and terminated grants and contracts
- Generate monthly cost reimbursable, scheduled, and letter of credit invoices for federal and non-federal sponsors and generate off-cycle invoices
- Assist with the monthly close process, including balancing and reconciling accounts
- Contribute to building positive team relationships, and serve as a resource for new team members and temporary staff
- Help prepare training sessions on VPF processes and policies for the MIT community
- Help prepare monthly reports
- Provide assistance to DLCs and groups internal to VPF
- Collaborate with a wide variety of individuals across the Institute
- Other duties and projects as assigned
QUALIFICATIONS
REQUIRED:
- Bachelor’s degree
- At least one year of experience in an accounting or financial operations environment
- At least one year of experience delivering customer service
- 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 the team and the broader 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:
- Experience with billing processes, managing accounts receivables and collections
- Advanced Microsoft Excel and PowerPoint skills
- Experience with SAP or similar enterprise accounting systems, Brio Query, and Cognos
- Prior research administration experience including sponsored grants and contracts
- Prior MIT experience

SUPERVISION RECEIVED
Reports to Assistant Manager of Sponsored Accounting

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.