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 in Travel is responsible for reconciling accounts related to travel expenses. Duties include reconciling, auditing, and analyzing accounts, researching issues and determining cause of problems on behalf of departments, labs, and centers (DLCs) at MIT. The Staff Accountant will collaborate with the team to minimize impact in the area of unexpensed accounts. She/he will provide exceptional customer service to faculty, students, and staff and promptly respond to all inquiries. The Staff Accountant will conduct regular analysis and run reports to identify trends and then lead targetin training at the DLC level to address persistent issues.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)
- Review suspense accounts include reconciling, auditing, and analyzing accounts, researching issues and determining cause of problems
- Review and monitor the unexpensed process, sending out notifications on delinquent travel expense reports
- Review travel card transactions to identify potential card abuse or fraud
- Resolve issues in coordination with the DLCs which may require thorough information gathering and high-level data analysis to develop solutions
- Follow department procedures and recommend changes in department processes to supervisor
- Lead and manage the ticketing process on behalf of DLCs and follow up to ensure resolution
- Monitor upgrades to financial systems (e.g., Cognos) and disseminate upgrade information to the appropriate parties as needed
- Prepare reports and documents including spend reports and unexpensed letters
- Develop and maintain productive partnerships with colleagues and customers within the MIT community
- Develop and maintain training materials including updates for the Travel Planning and Expensing section of the VPF website, and quick cards for the Concur system
- Serve as a training resource to Travel Assistants and Senior Travel Assistants to ensure compliance with established standards, and provide guidance on complex tasks, establish and lead project timelines
- Other duties as assigned
QUALIFICATIONS

Required

- Bachelor’s degree
- At least one year of experience in an accounting or financial operations environment
- At least two years of experience delivering customer service
- Experience with SAP or other enterprise systems and database software such as Cognos
- Experience with data analysis to identify trends and strategize responses
- A high proficiency using Microsoft Excel
- Ability to prioritize workload, manage conflicting priorities, meet strict deadlines, and manage multiple tasks
- Strong presentation skills
- Ability to work with people who perform different functions and with varying levels of knowledge
- Capacity to exercise discretionary judgment when working with confidential information
- Propensity for positive, open minded, and collaborative problem analysis and resolution
- Ability to function in a complex, busy, and changing environment while meeting deadlines

Preferred

- Familiarity with travel expense policies and federal regulations in an academic setting
- Experience in higher education or non-profit accounting is desirable, preferably at MIT

SUPERVISION RECEIVED

Supervision is received from the Manager, Travel

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.