

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance, Controllership-Financial Accounting and Reporting		
Job Title:	HR-NA001 – Staff Accountant	Position Title:	Staff Accountant
Reports to:	Manager of Financial Reporting & G/L Operations	Prepared On:	March 2019
Level: N	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 in VPF's Financial Accounting and Reporting unit performs a variety of financial and reporting duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Process master data and budget change requests from members of the MIT community
- Prepare account reconciliations, research and resolve reconciling items
- Process approvals for Journal Voucher requests from MIT community queue
- Prepare schedules to support internal and external financial reporting
- Support quarterly closing process by managing the financial package template and preparing some of the balance sheet lead schedules
- Support the month-end close process
- Participate in testing SAP reports and functionalities, including support pack testing
- Assist other Financial Accounting and Reporting team members with ad hoc projects
- Prepare departmental metrics reports
- Additional duties as assigned

QUALIFICATIONS

Required:

- Bachelor's degree in accounting (or related field)
- Proficiency in Microsoft Word and Excel
- Attention to detail with strong analytical skills
- Ability to meet deadlines
- Excellent interpersonal, written and oral communication, and customer service skills

Preferred:

- At least one year of experience in accounting
- Customer service experience
- Knowledge of SAP is strongly preferred

SUPERVISION RECEIVED

Receives supervision from Manager of Financial Reporting & G/L Operations

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.

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.