

## OFFICE OF THE VICE PRESIDENT FOR FINANCE

### Job Description



<b>Functional Area:</b>	Office of the Vice President for Finance, Controllership, Sponsored Accounting		
<b>Job Title:</b>	HR-NA001 – Staff Accountant	<b>Position Title:</b>	Staff Accountant – Government, Sponsored Accounting
<b>Reports to:</b>	Assistant Manager of Sponsored Accounting	<b>Prepared On:</b>	September 2018
<b>Level: N</b>	<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 140-person office is working to create a seamless administrative experience for the MIT community—through technology and process improvements—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 works in support on Office of the Vice President for Finance Sponsored Accounting team by helping to maintain the audit, closeouts, drawdowns, and reporting of government sponsors. This person will support the timely and accurate financial reporting and deliverables of sponsored awards and assist in the review process of sponsored journal vouchers. Successful candidates will be proactive, customer-service oriented, and work well under minimal supervision.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Support financial reporting of specific government sponsors
- Implement policies and procedures regulating grants and contracts to ensure funds are expended in accordance with sponsor agreements and MIT policies
- Monitor activity on sponsored awards to ensure funds are expended in accordance with sponsor agreements and MIT policies
- Respond to questions and address issues pertaining to current billing, audit, and close-out actions
- Assist with the journal voucher process for any journal vouchers that include a Sponsored Accounting account
- Contribute to the accuracy of information related to all grants and contracts over the course of the funds' life cycle
- Prepare internal cost audits on terminated grants and contracts
- Address billing issues around submitted journal vouchers and assist DLCs with any questions or problems
- Prepare monthly cash flow reports and estimate, reconcile, and draw sponsor funds throughout the month via a Letter of Credit mechanism
- Work with Senior Staff Accountants on final financial reports and quarterly reports as required by specific government agencies
- Reconcile work in progress figures to be billed through the SAP billing system

- Present existing training presentations for the MIT community
- Carry out the implementation of reporting tools for the MIT community
- Offer suggestions or technical support to facilitate process improvements on a continuous basis
- Work closely with the Office of Sponsored Programs, and department, labs, and centers on campus to maintain and update information concerning active and terminated grants and contracts
- Assist with special projects and other duties as required

## **QUALIFICATIONS**

### **Required:**

- Bachelor's degree in accounting, finance, or business administration
- Ability to manage multiple tasks under strict deadlines, while paying attention to detail
- Demonstrated collaborative, interpersonal, written, verbal, and customer service 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
- Demonstrated ability to identify and escalate problems and issues as they arise
- Ability to manage assigned workload with minimum supervision from managers
- Willingness and ability to take ownership and responsibility for tasks and deliver assignments on time
- Demonstrated adaptability and flexibility

### **Preferred:**

- An interest in sponsored research accounting and higher education
- Demonstrated experience with SAP
- Knowledge of SAP, Coeus, Brio Query, and Cognos
- Prior MIT experience

## **SUPERVISION RECEIVED**

Receives supervision from the 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.**

*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.*