

Functional Area:	Office of the Vice President for Finance, Controllership, Sponsored Accounting		
Job Title:	HR-NA001 – Staff Accountant	Position Title:	Staff Accountant – Industrial Closeouts, Billings and Collections, Sponsored Accounting
Reports to:	Assistant Manager of Sponsored Accounting	Prepared On:	August 2018
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 140-person office is working to create a seamless administrative experience for MIT colleagues—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, Industrial Closeouts, Billings and Collections works in support of the Office of the Vice President for Finance Sponsored Accounting team by helping to maintain the billing and collections process, revenue reconciliation, auditing and financial reporting of industrial sponsored awards. She/He will have an interest in Sponsored Research Accounting and higher education. Successful candidates will be proactive, customer-service oriented and work well under minimal supervision.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Generate monthly cost reimbursable, scheduled, and letter of credit invoices through SAP for federal and non-federal sponsors, and generate off-cycle invoices as requested
- Respond to billing related inquiries; respond to sponsors and MIT community members in less than 48 hours
- Assist with the dashboard and analytics for Sponsored Accounting
- Assist with the collection process by reaching out to sponsors to collect overdue invoices
- Perform monthly reconciliation to verify the accuracy of billing activities
- Prepare and submit reports as required by sponsors and participate in meeting requirements pertaining to billing, audit, and close-out reports and processes
- Provide assistance with research and analytics to support business operations of Sponsored Accounting
- Carry out implementation of reporting tools for the MIT community
- Document and fulfill special handling instructions on invoices to meet sponsor requirements
- Prepare internal cost audits on terminated grants and contracts
- Work closely with the Office of Sponsored Programs and MIT’s department, labs, and centers to maintain and update information concerning active and terminated grants and contracts
- Monitor activity on sponsored awards to ensure funds are expended in accordance with sponsor agreements and established MIT policies
- Maintain and update all 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 any 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 delivery assignments on time
- Demonstrated adaptability and flexibility

Preferred:

- Demonstrated experience with SAP
- Knowledge of Coeus, Brio Query, and Cognos applications
- Prior MIT experience

SUPERVISION RECEIVED

Receives supervision from 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.