

Job Description – MIT Job # 25562

Functional Area:	Office of the Vice President for Finance, Financial Operations, Accounts Payable		
Job Title:	Accounting Assistant 2	Position Title:	Vendor Maintenance Specialist II
Reports to:	Senior Manager, Accounts Payable	Prepared on:	March 2026
Salary Grade: 5	Hourly Rate: \$27.00 - \$32.90/hr	Hours per week/status: 40/Non-Exempt Duration: Three (3) Year Term renewable on a one year basis	

About the Office of the Vice President for Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Vendor Maintenance Specialist II will perform duties to support Accounts Payable's vendor maintenance operations. They will maintain knowledge of current department and Institute business functions and processes in order to anticipate and initiate actions on behalf of the Institute's vendor relationships. The position requires excellent customer service and relationship building skills. The Vendor Maintenance Specialist II will be responsible for ensuring compliance with all appropriate Institute, federal, and state policies and regulations. The ideal candidate will be a proactive worker with the ability to anticipate issues and provide guidance on solving problems.

Principal Duties and Responsibilities

- Creates and maintains vendor information accurately in SAP system/database.
- Acts as a conduit between department, lab, and center contacts and vendors to update and complete records.
- Conducts due diligence on records for new and existing vendors to ensure the vendor compliance with federal regulations.

- Oversees file feed uploads and downloads of vendor data from third parties (Office of Foreign Assets Control, Dunn & Bradstreet, the Internal Revenue Service (IRS), Convey Tax Compliance Systems, and others) and creates new or updates existing vendors in SAP in compliance with federal 1099 and 1042S reporting.
- Prepares reports on vendor data for audits and regular updates to managers.
- Ensures government compliance forms are filed, including W9 and W8 forms for new vendors.
- Collaborates with VPF Procurement Operations to maintain integrity of the vendor database.
- Verifies and enters invoices into financial systems as needed, to support the Accounts Payable team.
- Other duties and projects as assigned.

Qualifications

Required

- High school diploma
- Minimum three (3) years of experience in accounting, including at least one in customer service
- Demonstrated Microsoft Office Suite experience
- Strong analytical, problem solving, and organizational skills
- Highly organized with the ability to multitask and ensure timely delivery of all assignments
- Strong written and verbal communication skills
- Ability to pay close attention to detail, ensure accuracy and follow through on all assignments and issues
- Ability to work independently and as part of a team
- Ability to learn new technologies and apply knowledge to resolve problems and implement data validation and management tools

Preferred

- Bachelor's degree
- Knowledge of SAP
- Purchasing and/or accounts payable experience, preferably in an academic setting
- Knowledge of accounts payable tools—Office of Foreign Assets Control, Dunn & Bradstreet, or Convey Tax Compliance Systems

Supervision Received

Reports to the Senior Manager, Accounts Payable

Supervision Exercised

None

Additional Information

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.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

MIT is an equal employment employer

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) advances MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the 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.