MIT Job Description

Senior Financial Assistant
DSL Administration

Position Overview:
Reporting to the Assistant Director of Finance, this person will be responsible for reviewing, processing and recording $19 million, multiple dining partners’ billings and works closely with MIT staff, faculty, students, and vendors. With minimal supervision, this person will conduct work in an accurate and timely manner, ensure that the financial transactions are in accordance with MIT and DSL policies and procedures and inform the supervisor of any issues that may hold back the completion of work.

Principal Duties and Responsibilities (Essential Functions**):

- Reviews and approves dining vendor invoices for payment, monitors payment and journal transactions
- Works cooperatively with dining vendors to resolve and reconcile complex accounting discrepancies
- Generates and submits monthly dining vendor accounts receivable (AR) invoices with appropriate backup and resolves any billing issues
- Prepares, reviews and reconciles a very high volume of complex accounting entries and financial transactions using established billing and payment procedures specific to the dining vendor contracts
- Deposits dining vendor remittances, prepares journals and reconciles AR accounts to reflect unpaid charges
- Creates periodic financial reports on vendor finances
- Recognizes and diagnoses complex financial problems and finds appropriate and workable solutions
- Assesses current financial processes, obtains supervisor feedback for possible improvements, drafts the new ones and communicates effectively to clients
• Acts as a resource for other staff and vendors for inquiries which requires an in-depth understanding of MIT’s fiscal policies and procedures
• Any other duties as required

Supervision Received:
Supervision provided by the Assistant Director for Finance

Supervision Exercised:
No direct reports.

Qualifications & Skills:

Education:
• Bachelor’s degree preferred. Accounting, Finance, or Business major a plus

Experience:
• Minimum five years of work experience in Accounting or Finance

Skills:
• Able to communicate effectively both verbal and in writing
• Must be able to demonstrate analytical skills
• Proficient in the use of business software as SAP, Microsoft Office, Filemaker Pro
• Attention to detail and be able to prioritize tasks to meet deadlines
• Excellent interpersonal, communication and organizing skills
• Be able to work collaboratively and be a resource to other staff