

## Senior Accounting Officer Position Description

<b>Job Title:</b> Accountant 4	<b>Position Title:</b> Accounting Officer
<b>Reports to:</b> Assistant Director, Accounting and Financial Reporting	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> Campus Services and Stewardship, Finance and Administration	<b>Date:</b> December 12, 2025

### Campus Services and Stewardship Overview

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Campus Services and Stewardship (CSS) stewards MIT’s built environment, from design and construction to maintenance, operations, and sustainability. With more than 800 employees, CSS ensures that MIT’s 205 buildings, including 20 residence halls and 13.9 million square feet of space, operate efficiently, safely, and sustainably in support of the Institute’s education and research mission.

CSS manages MIT’s district energy system, which provides electricity, steam, and chilled water to most of the Cambridge campus, and leads planning and execution for a \$4 billion capital plan guiding the renewal and development of campus facilities.

In addition, CSS fosters connection and community across MIT and Cambridge through programs and events in the Institute’s open spaces, and supports flexible, sustainable commuting options through comprehensive transportation and commuter services for faculty, students, and staff.

Join a team dedicated to providing a well-functioning and welcoming campus for all who visit, study, work, and live within the MIT community. CSS offers finance professionals the opportunity to contribute to strategic capital planning, budgeting, and stewardship of the Institute’s physical assets, supporting an organization that combines operational excellence with long-term investment in MIT’s future.

### Position Overview

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The Accounting Officer serves as a key financial, analytical, and operational partner within Campus Services and Stewardship (CSS). This role supports several service units—including Custodial Services, Grounds, Fleet, Recycling, Mail Services, and the Atlas Service Center—providing expert guidance on complex accounting matters, financial reporting, budgeting, and internal controls.

This position is both strategic and hands-on, requiring strong business acumen, exceptional analytical ability, and a proactive mindset. The Accounting Officer ensures rigorous compliance with institutional and regulatory standards and contributes to data-driven decision-making that advances CSS’s operational efficiency, sustainability, and financial stewardship. The role is part of a collaborative, mission-driven finance team that values initiative, continuous improvement, and professional integrity.

## **Principal Duties and Responsibilities (Essential Functions)**

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### **Financial Close and Accounting Operations**

- Lead and execute month-end and year-end close processes for Campus Services, ensuring timely and accurate preparation of journal entries, accruals, deferrals, and reconciliations across multiple cost objects.
- Prepare, review, and analyze monthly, quarterly, and annual financial statements in accordance with GAAP, MIT policies, and audit requirements.
- Monitor, reconcile, and analyze departmental cost objects, major expense categories, and subledgers; research and resolve complex accounting discrepancies.
- Maintain and strengthen internal controls and documentation to support compliance with MIT fiscal policies, federal regulations, and non-profit accounting standards.

### **Financial Reporting, Analysis and Decision Support**

- Develop, produce, and interpret financial reports and dashboards using Excel, Brio, Cognos, Tableau, and other reporting tools.
- Translate complex financial information into clear, actionable insights for CSS senior leadership, operational managers, and external stakeholders; highlight trends, risks, and opportunities.
- Conduct detailed variance, trend, and sensitivity analyses, providing timely insight into key operational and cost drivers, risks, and efficiency opportunities.
- Support audit and management reporting activities by preparing schedules, reconciliations, and supporting documentation.

### **Budgeting, Forecasting and Financial Planning**

- Develop and monitor departmental budgets; provide ongoing analysis of budget-to-actual performance and recommend adjustments.
- Maintain and refine financial models and forecasts in collaboration with operations and financial planning teams to support short-term decisions and long-range planning.

### **Internal Controls and Compliance**

- Oversee the Financial Review and Control (FRC) process for assigned units, ensuring compliance with MIT policies and internal control requirements.
- Identify, analyze, and resolve issues, and recommend process improvements to strengthen controls and prevent recurrence.

### **Training, Collaboration and Continuous Improvement**

- Serve as a trusted financial partner to area managers, offering guidance on budget management, general ledger use, and accounting policy interpretation.
- Develop and deliver training for staff on accounting policies, financial systems, and best practices to enhance financial literacy across CSS.
- Review, document, and streamline financial processes to improve accuracy, efficiency, and transparency.
- Collaborate with Finance, Operations, and Business Systems teams to strengthen data integrity and optimize financial reporting capabilities.
- Mentor junior financial staff and administrative colleagues, providing guidance on accounting practices and institutional procedures.

## **Principal Duties and Responsibilities (Essential Functions, continued)**

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- Champion a culture of continuous improvement by encouraging innovation, collaboration, and accountability within the finance function.
- Lead and support special projects, analyses, and initiatives in service of CSS strategic and operational goals.
- Perform other duties as assigned.

## **Supervision Received**

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Supervision is received from the Assistant Director of Accounting and Financial Reporting, CSS.

## **Supervision Exercised**

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No direct reports. May mentor or provide guidance to junior staff or colleagues on specific tasks, processes, or best practices.

## **Qualifications & Skills**

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- Bachelor's degree in accounting, finance, or related field required; master's degree and/or CPA preferred.
- Minimum of 7 years of progressive experience in accounting, financial analysis, and budget management required; higher education or large nonprofit experience preferred.
- Exceptional analytical and quantitative skills, with demonstrated ability to synthesize complex data into meaningful insights.
- Strong initiative, judgment, and follow-through; able to anticipate challenges and drive solutions.
- Proven ability to manage multiple priorities in a fast-paced, deadline-driven environment.
- Sound judgment and discretion in handling highly sensitive and confidential information.
- Excellent communication and interpersonal skills, with the ability to convey complex financial information clearly and professionally.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint) required; experience with SAP, Brio Query, Cognos, and Tableau strongly preferred.
- Collaborative, flexible, and resourceful team player committed to integrity, inclusivity, and continuous learning.