



Assistant Director of Accounting and Financial Reporting, Campus Services and
Stewardship
Massachusetts Institute of Technology
Cambridge, MA

THE SEARCH

The Assistant Director of Accounting and Financial Reporting, reporting to the Director of Finance and Administration, will oversee all accounting functions for Campus Services and Stewardship (CSS), with a focus on cost accounting, financial reporting, and compliance. CSS includes a Communications Group, Human Resources, the Department of Facilities (DOF), Environment, Health & Safety (EHS), Office of Campus Planning (OCP), and the Office of Sustainability (MITOS). This role ensures the accuracy and integrity of financial records while managing daily accounting operations and overseeing a team of seven direct reports. The Assistant Director will work closely with the Director of Finance, area directors, and MIT central administration to streamline processes and deliver precise financial data to support CSS's strategic objectives.

The Assistant Director will have the opportunity to build and lead the accounting team, fostering a collaborative and high-performance culture. This includes mentoring staff, setting clear expectations, and ensuring the accurate tracking of costs for facilities-related projects. The Assistant Director will also manage financial reporting, overseeing the month-end, quarter-end, and year-end close activities, as well as monitoring financial performance against the budget.

In addition to overseeing accounting operations such as accounts payable, payroll, and general ledger activities, the Assistant Director will strengthen internal control systems to ensure compliance with MIT policies and GAAP. The role includes identifying and implementing process improvements to optimize accounting operations, controls, and financial reporting. The Assistant Director will also collaborate with key stakeholders across the MIT campus, developing strong strategic partnerships to align financial reporting with broader institutional goals.

Ideal candidates will have strong skills in team management, internal controls, audits, and regulatory compliance. The role also requires advanced knowledge of accounting concepts, financial systems, and ERP tools, along with the ability to analyze financial data and make strategic recommendations. Strong interpersonal, organizational, and communication skills are necessary for successful collaboration across the organization.

MIT has retained the national executive search firm Isaacson, Miller to conduct this critical search. Please direct all confidential inquiries, nominations, and applications to the firm as indicated at the end of this document.

ABOUT MASSACHUSETTS INSTITUTE OF TECHNOLOGY

MIT's first students enrolled in 1865, marking the culmination of an extended effort to establish a new kind of educational institution relevant to an increasingly industrialized nation. The MIT motto, "Mens et Manus," Latin for "Mind and Hand," expresses the Institute's ideal of a productive continuum between rigorous thought and action. In the land-grant tradition, MIT promoted teaching coupled with research, focusing attention on real-world problems, and forging the notion of the teaching laboratory.

MIT is independent and co-educational, with a private endowment of over \$23.5 billion, a total annual operating budget of approximately \$5.10 billion, and a workforce of approximately 17,000 on campus and at the Lincoln Laboratory. MIT focuses on scientific and technological research and is divided into five schools – comprising more than 30 academic departments as well as interdepartmental programs, laboratories, and centers – and one college. The schools include Architecture and Planning; Engineering; Humanities, Arts, and Social Sciences; Science; and the MIT Sloan School of Management. Fall of 2019 marked the opening of the MIT Steven A. Schwarzman College of Computing. Schwarzman College is a bold initiative to accelerate pioneering research and innovation in computing, build a profound awareness of the ethical implications and societal impact of computing, and, above all, educate leaders for the algorithmic future.

Ranked #1 by Forbes as America's best large employer, MIT is located on the north shore of the Charles River Basin in Cambridge, Massachusetts, on 168 acres that extend more than a mile along the Charles River. The central group of interconnecting buildings, dedicated in 1916, was designed by architect W. Welles Bosworth (Class of 1889) to permit easy communication among schools and departments.

CAMPUS SERVICES AND STEWARDSHIP

Campus Services and Stewardship (CSS) includes a Communications Group, Human Resources, the Department of Facilities (DOF), Environment, Health & Safety (EHS), Office of Campus Planning (OCP), and the Office of Sustainability (MITOS). The DOF is responsible for managing MIT's physical environment, ensuring its sustainability, and providing utilities and services that support the Institute's educational and

research activities. This includes the construction, maintenance, and optimization of campus structures and grounds. EHS helps MIT departments comply with environmental, health, and safety regulations. It aims to protect the health of the MIT community and advance sustainability by managing risks in areas like biosafety, chemical safety, workplace safety, and waste management. OCP oversees MIT's campus development, guiding projects through design and planning phases. It focuses on sustainability, accessibility, fiscal responsibility, and neighborhood impact to create environments that promote innovation and collaboration. MITOS works to integrate sustainability into MIT's operations, focusing on reducing carbon emissions, improving water and air quality, enhancing waste processes, and promoting healthier food practices. It collaborates with the MIT community to ensure sustainability is central to the Institute's activities.

ROLE OF THE ASSISTANT DIRECTOR

Reporting to the Director of Finance and Administration, the Assistant Director of Accounting and Financial Reporting will oversee all accounting functions, with a particular focus on cost accounting, financial reporting, and compliance for Campus Services and Stewardship (CSS). They will have a total of 7 direct reports. The department is responsible for a variety of activities, including plant maintenance, utilities management, rent and leases, major repairs, and campus construction projects. This role ensures the accuracy and integrity of financial records, upholds robust internal controls, and delivers precise financial data to support CSS's strategic objectives. The Assistant Director will manage daily accounting operations, streamline accounting processes, and work closely with the Director of Finance and Administration, area directors, and MIT central administration.

KEY OPPORTUNITIES AND CHALLENGES FOR THE ASSISTANT DIRECTOR

The Senior Director will be expected to engage in the following key opportunities and challenges.

Build their team and create a culture of support and quality processes

The Assistant Director of Accounting and Financial Reporting will lead and develop the accounting team by mentoring, training, and managing the facilities accounting and reporting staff. This role involves setting clear expectations, managing workflows, and overseeing the hiring and development of staff to meet evolving needs. A key responsibility is fostering an inclusive and collaborative culture that encourages best practices and high performance within the team. In overseeing cost accounting, the Assistant Director will ensure accurate tracking and allocation of costs to work orders and projects within the facilities complex, including plant maintenance and construction activities. This includes managing construction accounting to ensure compliance with GAAP and MIT's policies on capitalization versus expense and depreciation.

Lead a complex financial operation with attention to detail

The Assistant Director will lead the financial reporting process, managing the month-end, quarter-end, and year-end close activities to ensure accurate and timely financial reports. This includes overseeing the monthly and quarterly construction project actuals reporting, along with variance analysis. The role also involves collaborating on the development of the Capital Plan, monitoring financial performance against the budget, conducting variance analysis to explain discrepancies, and providing actionable recommendations. In supporting the annual budget development process, the Assistant Director will provide financial data, historical cost analysis, and insights.

The Assistant Director will also have the responsibility of managing accounting operations. They will oversee accounts payable, payroll, credit card verification, travel, and general ledger activities specific to Facilities, ensuring the accuracy, reliability, and completeness of financial data. The role will also involve collaboration with Facilities business systems managers, VPF, and IS&T to align system capabilities with the accounting team's evolving needs, ensuring seamless and efficient accounting and procurement processes.

Streamline processes and develop strategic and forward-thinking solutions

Additionally, the Assistant Director will prepare necessary documentation to achieve successful audit outcomes and identify areas for improvements. The position will also oversee cost recovery and audit functions, ensuring comprehensive financial compliance. A key focus of the role will be to identify and implement process improvements, leading major initiatives to optimize accounting operations, controls, and financial reporting, while anticipating operational challenges and proposing solutions to enhance financial and administrative workflows.

Collaborate closely with stakeholders across the MIT campus

Finally, the Assistant Director will develop and maintain strong strategic partnerships with key offices, including the Vice President of Finance, Controller, the Recording Secretary's Office, and Information Systems and Technology, to represent CSS Accounting and ensure alignment between financial reporting needs and broader institutional goals. They'll need to develop trusting relationships that benefit the entire campus from a financial and process perspective. They will work to strengthen existing networks and build collaborations across campus.

QUALIFICATIONS AND CHARACTERISTICS

Ideal candidates will demonstrate many of the following personal qualifications, skills, and experience:

- Bachelor's degree in Accounting, Finance, or a related field, Master's degree preferred
- CPA preferred
- 10 years of progressive accounting experience, including 3+ years in a leadership role within facilities management, construction, or similar environments.

- Proven ability to manage and develop accounting teams effectively, with strong interpersonal and communication skills.
- Self-starter who thrives in dynamic environments, identifies improvement areas, and implements practical solutions.
- Demonstrated ability to prioritize, manage multiple projects, and deliver timely, accurate financial information.
- Capable of developing high-level strategies while managing detailed tasks, with a willingness to be hands-on when needed.
- Strong experience in internal controls, audits, and regulatory compliance.
- Ability to build relationships and work collaboratively across the organization.
- Advanced knowledge of accounting concepts, financial systems, GAAP, cost accounting, and financial reporting. Proficient in ERP systems, databases, spreadsheets, and other financial tools.
- Strong analytical mindset for interpreting financial data, assessing cost structures, and making strategic recommendations.
- Demonstrated organizational skills, sound judgment, discretion, and the ability to manage sensitive and confidential matters effectively.

SALARY

The salary for this position is estimated at \$185,000, supplemented by MIT's strong benefits program.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website: <https://www.imsearch.com/open-searches/massachusetts-institute-technology/assistant-director-accounting-and-financial>

Electronic submission of materials is strongly encouraged.

Dan Rodas (he/him), Partner,
Melissa DePretto Behan (she/her), Senior Associate
Isaacson, Miller

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.