

<b>Job Title: Financial Admin I</b>	<b>Position Title: Financial Coordinator, Financial Planning and Operations at MIT Sloan School of Management</b>
<b>Reports to: Senior Associate Director, Financial Planning and Operations</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: MIT Sloan School</b>	

### **Position Overview:**

The Financial Coordinator, as a member of the Sloan Finance Team, is responsible for serving as the primary face of finance to all staff across Sloan who process transactions and reconcile accounts. Key responsibilities will include developing and leading monthly and quarterly training sessions and managing our communications community outreach. Additionally, the Financial Coordinator will have primary responsibility for the execution and reporting of quarterly activities for assigned units. The position will be responsible for management of all ad hoc revenue, requiring coordinating with central MIT offices including the Vice President for Finance's office. The Financial Coordinator will also be expected to critically evaluate business and financial processes across Sloan and work to streamline and simplify those processes when possible. The Financial Coordinator is expected to provide insight and expertise to the Finance team for the school's financial transaction needs and to serve as a liaison to that community of 150+ employees of Administrative Assistants and Coordinators.

### **Principal Responsibilities and Essential Functions:**

#### **Financial Operations (30%):**

- Maintain clean data around accounts including the regular closing out of old accounts, fund balance monitoring, and managing the attributes of accounts in Sloan's databases
- Contribute to the oversight of financial review and control, including monthly account reconciliation, across Sloan
- Monitor the timeliness of expense processing for travel and procurement credit cards
- Create and maintain master data for Accounts and set up new accounts for requests that come to the Finance Team; occasionally this will require the creation of new account structures as well
- Create and maintain authorizations in the Roles Database for financial functions requests that come to the Finance Team
- Process requests that come to the Finance Team for Procurement and Travel credit cards
- Work across the school to guide staff and managers on financial policies and procedures
- Contribute to the triage and management of requests and questions via ServiceNow with other members of the Financial Operations team.

#### **Financial Training (30%):**

- Prepare and deliver formal training sessions to the units to increase staff's financial literacy and abilities using MIT systems
- Prepare and deliver formal onboarding sessions to the units to orient staff on where to find resources and the overall organization of MIT's financial functions and personnel
- Serve as primary mentor and training resource to less experienced and new staff members on MIT and Sloan tools and systems
- Coordinate with staff across the school on off-boarding and changeover plans to ensure smooth transitions of financial tasks associated with that office's operations

#### **Financial Systems Support and Communications (20%):**

- Examine various Sloan financial functions, assessing their financial processes to advise on financial process improvements. Additionally, work on those improvements with the coordination of the Senior Associate Director.
- Coordinate the implementations of Sloan-wide and MIT-wide tools and systems to increase operational efficiencies and comply with central MIT's procedures
- Communicate finance-related news, updates or answers to frequently asked questions on Sloan Groups and serve as the primary contact for those platforms

- Engage the community in-person and electronically for a feedback loop and to foster a culture of questioning and critical thinking
- Maintain Sloan Finance Team website with up-to-date information on various financial processes and build new pages as necessary

#### **Financial Accounting and Reporting (20%):**

- Collaborate with other members of the Finance team to produce quarterly financial projections to present for use in planning and decision-making.
- Responsible for various ad hoc financial reports to monitor the financial performance of internal units, for example variance analyses or financial scenario analyses
- Work with other analysts and directors on projects to improve the financial functions of the school
- Collaborate with the Senior Associate Director and other Financial Coordinators on closing the books quarterly and annually.
- Coordinate with other administrative offices to reconcile financial records and data, especially auxiliary revenue.

#### **Supervision Received:**

Reports to the Senior Associate Director of Financial Planning & Operations.

#### **Supervision Exercised:**

Occasional and informal project-based oversight of assistants or temporary staff. No direct reports.

#### **Qualifications & Skills Required:**

Bachelor's degree in related field

Minimum 2 years of accounting or finance experience

Strong communication, analysis and organizational skills

#### **Qualifications & Skills Preferred:**

- 3 years of relevant financial management experience
- Experience in academic programs and administration
- Service-oriented with ability to perform hands-on work in a team-based work group with complex needs and varying levels of experience.
- Strong financial systems experience required; as are excellent computer skills and proficiency with Microsoft Office (Word, Excel, and PowerPoint) and SAP.
- Preference is given to those with experience with MIT systems including Cognos and Tableau.
- Must be able to handle confidential information using discretion and judgment.
- Have demonstrated the following abilities:
  - Multitask and prioritize business needs
  - Excellent organizational and interpersonal skills
  - Attention to detail
  - Strong analytic and communications skills
  - Work with flexibility
  - Manage numerous projects with varying degrees of complexity
  - Identify and recommend solutions to complex problems

#### **Competencies:**

##### **Contribute**

1. **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
2. **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
3. **Is self-directed and proactive** while advancing work and achieving results

## **Collaborate**

4. **Works towards team success** with humility, as both a member and a leader of formal and informal teams
5. **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
6. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

## **Engage**

7. **Acts with caring and a sense of community** while demonstrating genuine respect towards every person
8. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
9. **Builds diversity and inclusion** by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive