

---

## MIT Job Description

<b>Job Title:</b> Financial Administrator	<b>Position Title:</b> Assistant Director of Financial Operations
<b>Reports to:</b> Senior Associate Director of Financial Operations	<b>% Effort or Wkly Hrs:</b> 40hrs / week
<b>Department:</b> Sloan Finance	

### **Position Overview:**

ASSISTANT DIRECTOR OF FINANCIAL OPERATIONS, FINANCE, Sloan School of Management to manage the day-to-day financial operations and general accounting function of the School. Will ensure Sloan's accounting procedures meet MIT's policies and are compliant with government regulations/guidelines; serve as a thought partner with the Sr. Associate Director of Financial Operations in developing a comprehensive accounting system and provide oversight of the periodic accounting close process; ensure that regular reconciliations are completed by unit and Finance Office staff; develop and lead training sessions for unit staff on accounting policy, processes, and procedures; lead process and technology improvement projects to help achieve the department's goals/objectives; work with and cultivate effective relationships with management across Institute departments; and support Finance Office and Sloan School leadership by helping to evaluate the School's finance organizational structure and to optimize day-to-day operations.

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

- In collaboration with the Sr. Associate Director, develop, implement, and maintain accounting and administrative policies and procedures for the complete range of accounting and administrative activities, including financial accounting and reporting
- Contributes to process and technology improvements, critical special projects and cross-functional initiatives that result in enhanced access to, and quality of, data and information necessary to improve financial accounting and reporting analysis
- Manage the periodic accounting close process, including account analysis and review, journal voucher preparation and review, and supervision of accounting staff
- Oversee the account setup and maintenance process, ensuring that accounts are created / closed in a timely manner and that master account data is accurately maintained
- Review staff account reconciliations to ensure Sloan's accounts are maintained in compliance with Institute policy

- 
- Provide support and oversight of unit-level accounting and financial operations activity including purchasing / procurement, revenue processing, time and effort reporting, and gift accounting
  - Develop and lead training sessions for unit-level staff on accounting policy, processes, and procedures in collaboration with the Senior Associate Director of Financial Operations
  - Support Finance Office and Sloan School leadership by helping to evaluate the School's finance organizational structure and to optimize day-to-day operations

**Supervision Received:**

Supervision is provided by the Senior Associate Director of Financial Operations.

**Supervision Exercised:**

This position will be responsible for coordinating and monitoring the day-to-day activities of the financial operations staff.

**Qualifications & Skills:**

- At least five years of proven experience in accounting or financial operations
- Experience supervising and training accounting staff strongly preferred
- Bachelor's Degree in Accounting, Finance, or Business Administration. A Master's Degree in an accounting related field, CPA or other Accounting certification are preferred
- General knowledge of not-for-profit finance and accounting is preferred
- Must possess strong analytical, strategic, project management, decision-making, and problem-solving skills
- Proven ability to effectively influence at all levels of the organization
- Strong communication and interpersonal skills; highly collaborative

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.