MIT Position Description

Job Title: Financial Administrator 1	Position Title: Finance & Operations Coordinator, CDO
Reports to: Assistant Dean, Career Development Office	% Effort or Wkly Hrs: 100%
Department: CDO	Pay Grade 6 Exempt

Hiring pay range: $67,300 - $80,050

Position Overview:

Reporting to the Assistant Dean of the Career Development Office (CDO), the Finance & Operations Coordinator serves as the department's primary resource for CDO-wide financial administration and analysis. Under the direction of the Assistant Dean, this position manages the full spectrum of departmental financial operations with a high degree of autonomy, including budget development, forecasting, financial analysis, reconciliation, procurement, and compliance across all CDO accounts and cost centers.

In addition to financial responsibilities, the Coordinator supports day-to-day office operations in coordination with the Director of Strategic Operations. The role requires strong financial administration expertise, sound independent judgment, and the ability to manage competing priorities in a fast-paced, highly collaborative academic environment.

Role eligible for hybrid schedule that aligns to department and Sloan guidelines.

Principal Duties and Responsibilities (Essential Functions)**: (include percentages to equal 100%)

Financial Operations (50%)

- Manage all aspects of departmental financial operations, including annual budget development, forecasting, budget allocations, year-end projections, and ongoing financial monitoring.
- Serve as the department's primary financial analyst, providing data-driven recommendations to the Assistant Dean on budget allocation, resource planning, financial risk management, and strategic investment decisions.
- Prepare, analyze, and reconcile financial reports; monitor expenditures and implement accounting adjustments as needed.
- Oversee procurement, purchasing, vendor management, contract coordination, invoice processing, payment requests, and expense reimbursements in compliance with institutional policies and procedures.
- Serve as a liaison with internal business offices and external vendors to resolve financial and operational matters.
- Develop and implement business processes, procedures, and controls to improve operational efficiency and ensure sound financial stewardship.
- Prepare financial analyses, reports, and recommendations to support leadership decision-making.

- Generate monthly, quarterly, and annual budget reports; performs ongoing budget forecasting and financial variance analysis. May assist with donor proposal budgets and gift account management and reporting.

Office Management and Process Improvement (35%)

- Direct and coordinate daily office operations to ensure an efficient, well-organized, and customer-focused environment.
- Lead operational projects and initiatives, including space planning, office reservations, workflow management, technology coordination, and process improvement efforts.
- Oversee asset management and procurement strategy for departmental technology, equipment, and facilities, including lifecycle planning, maintenance coordination, and vendor relationships.
- Lead onboarding framework for all CDO staff including full-time employees, temporary staff, and contractors, ensuring operational readiness, technology access, and compliance with institutional standards
- Develop, maintain, and document office procedures, workflows, and operational standards.
- Coordinate logistics for departmental events, meetings, training programs, visitors, contractors, and external stakeholders.

Leadership Support and Special Projects (15%)

- Coordinate complex leadership meetings, presentations, and events involving internal and external stakeholders.
- Prepare, edit, and distribute correspondence, reports, presentations, meeting materials, and other business documents.
- Conduct research, compile data, and prepare briefing materials, presentations, and reports for leadership and strategic initiatives.
- Record and distribute meeting minutes and maintain departmental records and documentation.
- Handle confidential and sensitive information with discretion and professionalism.

Perform other related duties and special projects as assigned.

Supervision Received:

The Finance and Operations Coordinator reports directly to the CDO Assistant Dean.

This position requires minimal supervision and a great deal of collaboration, autonomy, and judgment.

Supervision Exercised:

The Finance and Operations Coordinator leads the onboarding framework for all CDO staff including full-time employees, temporary staff, and contractors. May guide the work of others on operational and financial coordination activities.

<u>Qualifications & Skills:</u>

REQUIRED:

Education: Bachelor's degree;

Experience:

Minimum 2 years experience in accounting or finance required.

Strong communication, analysis and organizational skills required.

Direct or related professional experience in academic environment with experience in project management and budget management.

Skills:

- Requires a unique blend of technical and creative proficiency, and strength in working with multiple constituencies in a fast-paced environment.
- Demonstrated expertise in budget development, financial analysis, forecasting, reconciliation, and reporting across multiple accounts or cost centers.
- Experience developing and implementing financial processes, controls, and operational procedures.
- High energy, service oriented, with strong project management, organizational, time management and interpersonal skills, including ability to handle multiple projects simultaneously and establish priorities in a changing environment.
- Demonstrated ability to be patient, adaptable and flexible and exhibit a professional demeanor at all times.
- Precise attention to detail and a high level of accuracy is essential.
- Strong written communication skills, including executive memos, reports and PowerPoint decks.
- Excellent verbal communication skills, including ability to professionally and comfortably interact with individuals at multiple levels within and outside the organization, both face to face, and by phone.
- Demonstrated ability to work collaboratively in a team environment, as well as work independently, and to use good judgment, take initiative, meet deadlines and interact professionally.
- Advanced proficiency in Microsoft 365 suite including Excel (pivot tables, financial modeling, data visualization), PowerPoint, Word, and SharePoint. Demonstrated ability to leverage AI-assisted tools and automation to improve financial reporting, data analysis, and operational efficiency. Experience with data analysis and reporting platforms; familiarity with financial management systems, CRM, or ERP systems preferred.
- Ability to deal daily with confidential information and issues requiring discretion and judgment.

Travel: None required.

Evening/night/weekend: Occasionally for staffing events, workshops and preparing material for deadlines.

PREFERRED:

- Master's preferred.
- Familiarity with MIT and MIT financial processes, databases, policies and procedures.
- Proficiency with collaboration and productivity platforms including Slack, SharePoint, and Dropbox. Experience with survey and data collection tools such as Qualtrics. Familiarity with learning management systems (Canvas) and project management tools such as AirTable is a plus.

Competencies: Contribute; Engage; Collaborate

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.