

<b>Job Title: Financial Coordinator</b>	<b>Position Title: Financial Coordinator, Executive Programs</b>
<b>Reports to: Associate Director, Administration, Finance and Planning</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Office of Executive Education</b>	

**Position Overview:**

The Financial Coordinator, as a member of the Office of Executive Education, is responsible for serving as an in-house accountant for internal accounts related to both the Executive Education open enrollment programs (\$15M revenue), a portfolio of 40+ programs delivered 2-3 times annually, and the office administration (\$9M operating budget).

Key responsibilities will include leading the process and approval of program budget development and quarterly reporting for the open enrollment program portfolio, providing ad hoc analysis as needed. The position will be responsible for management of revenue transfers and uploads into central accounting systems, requiring coordination with central MIT offices including the Vice President for Finance’s office as well as Sloan Offices such as the Finance Team and Human Resources. The position will coordinate with the Associate Director of Administration, Finance and Planning, in execution and management of all internal accounting processes.

The Financial Coordinator will also be expected to critically evaluate business and financial processes and work to streamline and simplify those processes when possible. The Financial Coordinator will provide insight to the Associate Director of Administration, Finance and Planning for strategic planning and coordinate implementation of projects as identified by the Associate Director.

**Principal Responsibilities and Essential Functions:**

- 1- Financial Operations (50%):
  - Contribute to the oversight of financial review and control, including monthly account reconciliation for all office administration accounts and Open Enrollment program accounts.
  - Review and approve purchases for office staff of 35+ including procurement credit card charges and purchase orders
  - Submit invoices for payment and ensure timely processing of transactions
  - Monitor the timeliness of expense processing for travel and procurement credit cards.
  - Guide staff on financial policies and procedures.
  - Create and maintain master data for Accounts and set up new accounts for requests related to the Open Enrollment program portfolio.
  - Deposit checks and coordinate with ad hoc revenue collections with the enrollment team as necessary.
  - Data upload of faculty compensation related to program accounts and review actual compensation charged to accounts as part of program closeout process
  - Manage all accounts payable for business administrative needs
  
- 2- Financial Accounting and Reporting (30%):
  - Responsible for coordination of the accounting and management of all Executive Education Open Enrollment programs. This includes closing program accounts on a systematic basis throughout the fiscal year, working closely with program teams, monitoring internal program budgets, and reviewing central accounting reports.
  - Review and approve budgets for all 40+ Open Enrollment programs annually.

- Collaborate with the Associate Director on closing the books quarterly and annually to provide data that will be reported to the Associate Dean of Executive Education and the Sloan Finance department.
  - Transfer expenses between accounts to ensure balance of program expenses and holding accounts
  - Responsible for various ad hoc financial reports to monitor the financial performance of our Open Enrollment portfolio.
  - Produce ad-hoc financial analysis to present for use in planning and decision-making
- 3- Financial Systems Coordination (10%):
- Examine various internal financial functions, assessing our financial processes to advise on financial process improvements. Additionally, work on those improvements with the coordination of the Associate Director.
  - Work with the Associate Director to develop new tools and reports to meet the business needs of our Open Enrollment portfolio.
  - Coordinate the implementations of Sloan-wide and MIT-wide tools and systems to increase operational efficiencies and comply with central MIT's procedures.
- 4- Other duties as needed or required.

**Supervision Received:**

This role will report to the Associate Director, Administration, Finance and Planning.

**Supervision Exercised:**

This position will not have any supervisory responsibilities.

**Qualifications & Skills Required and Preferred:**

- Bachelor's degree and a minimum 3 years of relevant financial experience.
- Experience in academic programs and administration preferred but not required.
- 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). Salesforce experience a plus.
- Preference is given to those with experience with MIT systems including Cognos, SAP, Coupa, Concur, and Tableau.
- Must be able to deal with 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
  - Requires ability to work independently, as well as closely with Associate Director of Administration, Finance and Planning and other members of the team.
  - Identify and recommend solutions to complex problems