

## MIT Job Description

<b>Job Title: Financial Administrator 2</b>	<b>Position Title: Assistant Director of Finance</b>
<b>Reports to: Director of Finance, Administration &amp; Strategic Initiatives</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: MIT Sloan School, Office of Executive Education</b>	

### **Position Overview:**

The Assistant Director of Finance to join the Finance & Administrative Support Team of the Office of Executive Education. Will oversee and report on the financial performance of primarily the asynchronous online learning business stream in the Office of Executive Education as well as supporting the Director of Finance, Administration & Strategic Initiatives to assure that office financial administration and activities related to the daily operation of Sloan's Office of Executive Education is in compliance of relevant policies and procedures. The role resolves moderately complex issues and advises on matters pertaining to financial activities.

### **Principal Duties and Responsibilities:**

#### **Reporting, Invoicing, Accounts Receivable, and Administration of OPM (Online Partner) asynchronous online learning program portfolio (60%)**

- Assist Director of Finance, Administration & Strategic Initiatives with financial reporting on asynchronous learning business stream, including revenues received and collected, forecasting, and end of fiscal year P&L statement
- Monitors daily financial performance including account management and closeout for all asynchronous programs – communicating with online learning team (internal) and online partners (external) to ensure expenses are paid and revenue shares are collected
- Manage invoicing and collections with online partners to receive MIT revenue shares in a timely manner
- Review and approve budgets submitted for asynchronous learning programs
- Manage royalty distribution including managing the relationship with The Licensing Office to ensure royalty shares are paid and received by faculty
- Track and distribute online partner revenue share calculations on programs which are delivered with other DLCs
- Work with the enrollment team to track and distribute any tuition revenue received by enterprise accounts
- Audit online partner revenue reports to ensure reports align with data in CRM system (Salesforce)

#### **Financial Accounting and Administration (40%)**

- Support the Director of Finance, Administration & Strategic Initiatives with account oversight of all three business streams (open enrollment, custom, and asynchronous learning)
- Serve as a resource to the Office for all MIT expense policies and guidelines
- Assist VPF with tax issues and international revenue reporting
- Administrator for Executive Education Ariba account
- Assist in liaising with Sloan HR to troubleshoot faculty supplemental compensation matters
- Provide support for annual budget planning and process

- Negotiate contracts, statements of work (SOW) and pricing for administrative expenses specifically consultants and professional service agencies
- Oversee relationships with consultants and professional service agencies
- Accounts payable for consultants and professional service agencies
- Coordinates special projects as assigned by management

**Supervision Received:**

- Reports to the Director of Finance, Administration & Strategic Initiatives

**Supervision Exercised:**

- Will have no direct reports

**Qualifications & Skills Required and Preferred:**

*Required*

- Bachelor's degree required
- Minimum 3 years' experience in accounting or finance required
- Strong communication, analysis and organizational skills required.
- Minimum 3 years of administrative and financial operations experience
- Strong understanding of accounting practices and procedures including budget forecasting, purchasing, accounts payable and accounts receivable. Skilled at resolving billing and contract issues.
- Must be able to handle confidential information and/or issues using discretion and judgment.

*Preferred*

- Have demonstrated the following abilities:
  - Multitask and prioritize business needs
  - Excellent organizational and interpersonal skills
  - Attention to detail
  - Work with flexibility
  - Ability to quickly learn new technologies, policies and procedures
  - Manage numerous projects with varying degrees of complexity
  - Requires ability to work independently, as well as closely with Director of Finance, Administration & Strategic Initiatives and other members of the team.
  - Identify and recommend solutions to complex problems
- Experience in academic programs and administration
- Strong computing skills including Microsoft Office, SAP, B2P/Coupa Purchasing, and Salesforce
- Thorough understanding of administrative best practices, policies, and operating norms in a full-service information services organization, preferably in Higher Ed.
- Familiarity with MIT campus systems a plus.

**Competencies:** Contribute, Collaborate, Engage, Lead

*\*\* 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.*